

Advisory Commission on Intergovernmental Relations

Best Practices Guidelines

The following document contains (1) summaries regarding Governor Lamont's Executive Orders impacting municipalities and (2) Best practice Guidance documents for multiple municipal functions.

The information is not intended to provide legal advise and should be used to become informed about each Executive Order and its application to the various functions performed by municipalities. Individual questions should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP).

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Please note that these documents will be separated when posted. They are bundled to make it easier to review.

Best Practices Guidelines - Executive Order Summaries

Executive Order	Function Impacted	Summary and Statutory References
7	All	1. Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1 Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf
	BOE	3. The Executive Order addressed the number of schools days - now amended and superseded by Executive order 7E-1. Executive Order 7 Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7.pdf
7A	—	None
7B	All	Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226 Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf
7C	BOE	1. Cancellation of School Classes. Now amended per EO 7E-1; 7L-1; 7X-2).
	BOE	2. Flexibility of Graduation Requirements, and Prescribed Courses of Study. The provisions of Sections 10-16b and 10-221a, and any associated regulations, rules, and policies regarding prescribed courses of study and graduation requirements are modified to authorize the Commissioner of Education to temporarily waive any requirements contained therein as he deems necessary to address the impact of COVID-19 and school class cancellations.
	BOE	3. Flexibility for Educator Prep Programs. Authorizes the Commissioner of Education to temporarily waive any requirements, contained necessary to address the repercussions of college, university, and school class cancellations on students pursuing secondary education programs. - Sec. 10-145a, and any associated regulations
	BOE	4. Flexibility for Educator Certification Timelines, Educator Evaluations, and School In-Services. Modifies educator certification timelines, evaluations, and professional development requirements to authorize the Commissioner of Education to temporarily waive any requirements necessary to address the impact the school class cancellations and COVID-19 risks when classes resume and students return. - Sec 10-145, 10-145b, 10-145d, 10-151b, 10-151 and 10-220a, and any associated regulations
	Finance	5. Extension of Municipal Budget Adoption Deadlines. for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The intent of that order was to give towns flexibility and allow them to meet, extend, or adjust all the preliminary deadlines that lead to a budget adoption vote or meeting. That order, and its deadline extensions, are still in effect, so towns have some flexibility in deciding whether to act or whether to wait at least some time on their budget adoption process until the situation improves. Meanwhile, any budget action that requires an in-person vote of residents or taxpayers is replaced by the provisions of Executive Order No. 7I. That order however, applies only to in-person votes of the public, whether at a referendum or town meeting (but not a Representative Town Meeting, which is body of elected representatives, not a town meeting) – it doesn't relieve the relevant municipal legislative body from the obligations to vote, record its vote, and follow Freedom of Information laws as amended by Executive Order No. 7B. Towns should still use those provisions to hold any budget presentation meetings or other proceedings required by law.
	BOE/ Admin. & Finance	6. Extension of Regional Board of Education Budget Adoption Deadlines. , all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board

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7C	BOE/ Admin. & Finance	<p>of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.</p> <p>✓ Executive Order Nos. 7C and 7I do not alter or modify the control of line-items that fall squarely within the authority of Boards of Education within a single municipality. Boards of Education should also still comply with all requirements pertaining to budget deadlines adopted by the municipality in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.</p> <p>Executive Order 7C Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7C.pdf</p>
7D	All	<p>1. Further reduces large crowds: Effective immediately, the order amends a previous directive prohibiting large social and recreational gatherings of 250 or more and modifies that capacity to no more than 50 people. In addition, the order adds religious, spiritual, and worship gatherings to the list of activities for which this prohibition applies.</p> <p>Executive Order 7D Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7D.pdf</p>
7E	BOE Police Public Safety	<p>1. Modifies previously enacted waiver of 180-day school year: As a result of evolving circumstances, this order modifies Executive Order No. 7 to account for the potential impact on schools that may be subject to longer-term cancellation of in-school classes and permits schools, upon reopening in the spring of 2020, to close school on their normally scheduled end-dates, so long as local and regional boards of education provide opportunities for continuity of education to all students to the greatest extent possible consistent with federal and state guidance - Sec 10-15 and 10-16</p> <p>2. Suspension of required fingerprinting availability: The order suspends a state law that requires employees of a municipal police department or the State Police to collect the fingerprints of a person requesting such fingerprinting for a criminal history records check, and permits police department fingerprinting hours to be limited or eliminated to limit the transmission of COVID-19. Barracks will remain open to the general public for other business. - Sec. 21-40</p> <p>3. Extension of time period for permits: The order modifies state statutes covering expiration dates for permits, licenses, and other credentials administered by the Department of Emergency Services and Public Protection and authorizes the agency's commissioner to extend those dates as he deems necessary in his sole discretion to protect public safety. - Sections 21-47d, 29-28a, 29-147, 29-152h, 29-155b, 29-161m, 29-161q, 29-161z, 29-349, 29-357</p> <p>Executive Order 7E Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7E.pdf</p>
7F	—	None
7G	Registrars	<p>1. Postpones Connecticut's presidential primary to June 2: Connecticut's 2020 presidential primary had been scheduled for April 28. The decision to move the date was made in coordination with Secretary of the State Denise Merrill and in consultation with other states that had a primary scheduled for the same date. - Sec. 9-464</p> <p>Executive Order 7G Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7G.pdf</p>
7H	All	<p>1. Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p>

Best Practices Guidelines - Executive Order Summaries

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7H	All	<p>2. Requires a coordinated effort between the State of Connecticut and its municipalities when responding to this emergency: Consistency and uniformity are an absolute necessity during a public health emergency, and it is critical that the state has consistent guidelines in place across our cities and towns. This order prohibits municipalities from issuing shelter-in-place orders or prohibitions on travel without permission from the Department of Emergency Services and Public Protection (DESPP). It also prospectively prohibits city and town leaders from enacting or enforcing any order that conflicts with any order issued by the governor or a state agency pursuant to his March 10 emergency declaration without permission from DESPP.</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p>
7I	Finance Town Clerk Tax Collector Assessor Land Ust	<p>5. Flexibility related to the Student Data Privacy Act in order to provide quality online educational opportunities to students during the period in which schools classes are canceled due to the COVID-19 pandemic - <i>Sec. 10-234aa through 10-234dd, inclusive, and any associated regulations, rules, and policies</i></p> <p>12. Extension of Budget Adoption Deadlines - Additional Municipal Bodies. For purposes of the provisions set forth under Executive Order 7C, paragraph 5, regarding "Extension of Municipal Budget Adoption Deadlines," as well as for the provisions set forth in this order, the term "municipal" or "municipality" shall include all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes.</p> <p>13. Relieves towns of any in-person voting requirements by members of the public (including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town—or the Board of Selectmen if the town meeting is the legislative body—shall authorize the "budget making authority" of the town to adopt a budget and set a mill rate. For guidance on identifying a town's "budget making authority," please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The "budget making authority" must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.</p> <p>✓ Applies to the suspension of "in-person" budget adoption requirements necessitating participation by members of the public, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting ("RTM"), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by "conference call, videoconference or other technology" consistent with the requirements of Executive Order No. 7B. Now superseded by Executive Order 7HH-1</p> <p>14. Establishes a parallel process for the adoption of budgets by regional boards of education. Regional boards of education shall consult with the budget making authority in each of its member towns and ensure it has received and given due consideration to their input. It is recommended that where still possible, Regional Boards of Education present the proposed budget to the chief executive officer and the legislative body of each of the municipalities in the regional school district to get feedback prior to final passage.</p> <p>15. Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The deadlines for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT)</p>

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Executive Order	Function Impacted	Summary and Statutory References
71	Finance Town Clerk Tax Collector Assessor Land Us	<p>reimbursement claims are extended without penalty. Additionally, the related penalty provisions set forth under are suspended. <i>Sections 10-261a(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 of the Regulations and Sections 10-261b, 12-19a, and 12-20b, Sec 10-261b, 12-19a, and 12-20b</i></p> <p>16. Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation. The requirement under of the Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in Executive Order 7B. Sections 12-110, 12-111, 12-117 and 12-170aa</p> <p>17. Suspension of Deadlines and Modification of Public Hearing and Appeals Requirements for Assessment and Taxation. The appeals deadlines set forth under for the valuation, revaluation, and appeals related to land and buildings for grants and property of private colleges and general hospitals for purposes of state grants in lieu of taxes are suspended. Section 12-19b and 12-20b</p> <p>18. Extension of New Reporting Requirements on Property. The reporting requirements requiring additional specific property data for tax exemptions under are suspended. Section 85 of Public Act 20-1, Subsections 60, 70, 72 and 76 of Section 12-81</p> <p>19. Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.</p> <p>a. Any time deadlines contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are extended by an additional 90 days</p> <p>b. If the 90-day demolition delay required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be extended for 90 days.</p> <p>c. Any Covered Law requiring a municipality or agency to publish any notice or notices in a newspaper of general or substantial circulation is suspended and modified to allow a single notice to be published electronically on a municipality's or agency's website</p> <p>d. Any Covered Law requiring any notice to be filed in the office of any municipal clerk, including any town, city, borough, or district clerk, is suspended and modified to allow said notice to be posted electronically on a municipality's website,</p> <p>e. Any Covered Law requiring direct or personal notice by mail from a municipality, agency or applicant to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal is suspended and modified to allow said notice requirement to be satisfied by electronic mail notification,</p> <p>f. Any Covered Law prescribing the procedure for any petition, including petition of a decision, to an agency or legislative body, is suspended and modified to allow such petition to be signed electronically</p> <p>g. Any Covered Law prescribing the procedure for commencement of an appeal of a decision to the Superior Court and associated service of process is suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice</p>

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7I	Finance Town Clerk Tax Collector Assessor Land Use	<p>h. Any Covered Law prescribing the procedure for commencement of an appeal of a decision to the Superior Court and associated service of process is suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice</p> <p>i. Any Covered Law prescribing the procedure for commencement of an appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency is suspended and modified to permit any such appeal to be commenced by regular mail or by electronic mail</p>
	Land Use	<p>Land Use Clarification for Section 19:</p> <ol style="list-style-type: none"> Land use applications and proceedings that are constrained by statutory deadlines will have those deadlines extended by up to an aggregate period of ninety (90) days in addition to any other statutory or regulatory extension provisions. Demolition delay timelines are extended by ninety (90) days Statutory or regulatory provisions requiring filings or publications of notices and other information are generally suspended to allow such filings or publications to be made on the municipality's website rather than in the town clerk's office or in a newspaper Statutory or regulatory provisions requiring posting of physical signs are suspended (with one exception noted below) Statutory or regulatory provisions requiring personal notice by mail to individuals, other boards or commissions, other towns, regional planning organizations or other entities or persons may be made by electronic mail where possible. If electronic mail addresses are unknown for any such recipients, the party obligated to give the notice may (i) post a sign on the property indicating that an application is pending and giving relevant details or (ii) mail required notices to those individuals or entities at the address provided to them by the municipality. Statutory or regulatory provisions requiring the filing of any petition, including a petition for an appeal to a legislative body or agency, may be satisfied by electronic filings of and electronic signatures on such petitions Commencement of an appeal of a municipal decision to Superior Court which requires service on the town clerk or other town official or entity may be satisfied by service by electronic mail by the proper officer. The time period for filing an appeal has not been changed. The appeal of a decision of a zoning enforcement officer or an inland wetlands agent may be made by electronic mail rather than regular mail. The time period for filing such appeals has not been changed. The suspensions and modifications contained in Section 19 of Executive Order 7I would require the filing or delivery of the applicable confirmations, notices, appeals or other actions to be made within a reasonable time after the applicable office opens for public activity. <p>Executive Order 7I Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf</p>
7J	<p>All</p> <p>Fire</p>	<ol style="list-style-type: none"> Clarification of Executive Order No. 7H regarding non-essential business operations: Allows non-essential retailers to take orders remotely and sell products for curbside pickup and delivery, and allows other nonessential businesses to allow the minimum staff necessary on site to handle security, maintenance, mail, and other essential services. Authorizes the Commissioner of Emergency Services and Public Protection to extend the time by which examination components for a given level of certification for fire-service personnel must be completed, by 90 days. - <i>Section 7-323I-20a of the Regulations of Connecticut State Agencies</i> <p>Executive Order 7J Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7J.pdf</p>

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Executive Order	Function Impacted	Summary and Statutory References
7K	Town Clerk Other Town Notaries	<p>3. Authorization of remote notarization: (Amended per Executive order 7Q) Modifies state laws and regulations to permit any notarial act that is required under Connecticut law to be performed using an electronic device or process that allows a notary public and a remotely located individual to communicate with each other under certain conditions, including recording and live presentation of identification.</p> <ul style="list-style-type: none"> • The person seeking the notarial act ("Signatory"), if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, while connected to the Communication Technology, not merely transmit it prior to or after the transaction; • The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public or Commissioner for a period of not less than ten (10) years; • The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut; • The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed; • The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means; • The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution; • Notwithstanding the foregoing, only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a-285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Sec. 3-94a. Notaries public. <p>Executive Order 7K Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7K.pdf</p>
	BOE	<p>1. Extends the cancellation of classes at public schools statewide through at least April 20: (Amended per Executive Order 7X, Section 2) To promote and secure the safety and protection of children in schools related to the risks of COVID-19, the order extends the cancellation of classes at all public schools statewide through April 20, 2020. The governor notes that this date could possibly be extended further. Private schools and other non-public schools are encouraged to follow the same schedule. - <i>Sec. 18-99a. Creation and administration of school district within the Department of Correction. Unified School District #1, Sec. 17a-37. (Formerly Sec. 17-441). Establishment of school district in the Department of Children and Families. Unified School District #2</i></p>
7L	All Admin.	<p>3. Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. <i>Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.</i></p>
	Town Clerk	<p>6. Enacts flexibility in availability and registration of vital records: The order authorizes the Commissioner of Public Health to conduct birth, death and marriage registration, in order to assist local registrars of vital statistics in carrying out their duties as may be required, and to issue any implementing orders she deems necessary. <i>Sec. 7-42. Duties</i></p>
	Town Clerk	<p>7. Suspends in-person purchase of copies of vital records at the Department of Public Health: The order suspends the requirement that the purchase of vital records at the Department of Public Health be available in person, and limits those requests to online or mail. - <i>Sec. 7-51. Access to and examination and issuance of certified copies of birth and fetal death records or certificates restricted. Access to and disclosure of confidential information restricted.</i></p>

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Executive Order	Function Impacted	Summary and Statutory References
7L	Town Clerk	<p>8. Modifies the requirement that marriage licenses be obtained in the town where the marriage will be celebrated: As municipal offices around the state are closed or have selective hours due to the COVID-19 crisis, the order permits those seeking a marriage license to obtain it in a different municipality than where it will be celebrated. <i>Sec. 46b-24. (Formerly Sec. 46-5a). License. Period of validity. Penalty for solemnization without license. Validity of marriage ceremony.</i></p> <p>Executive Order 7L Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf</p>
7M	Public Works	<p>1. Tolling of time periods for Department of Transportation final determinations on permits: As the Connecticut Department of Transportation (CTDOT) shifts a significant portion of its workforce to a teleworking situation, this order suspends the 90-day requirement for approving encroachment permits required for work in the "right of way" along Connecticut state roads and highways. This will avoid automatic approval of encroachment permits due to delays in receiving mail or responding to requests as staff transitions to a telework environment, and allow them to review all permit requests to ensure the activity will not pose a safety risk to the traveling public. - <i>Sec. 13b-31f. Ninety-day permit application final determinations.</i></p>
	All	<p>2. Suspension of mandatory statutory filing requirements for Freedom of Information Act appeals and decisions by the Freedom of Information Commission: As many state offices transition to a telework environment, including the staff at the Freedom of Information Commission, this order suspends the time requirements for filing an appeal with the commission, and the requirement that the commission must hear and decide an appeal within one year after the filing of such appeal. - <i>Sec. 1-206. (Formerly Sec. 1-21i). Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records.(b) (1)</i></p>
	All	<p>3. Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites</p> <p>Executive Order 7M Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf</p>
7N	All	<p>1. Restricts all social and recreational gatherings to no more than five people: The order modifies the governor's earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings.</p>
	Human Services	<p>6. Suspends 21-month limit on Temporary Family Assistance: The order modifies certain statutes and regulations to exclude from the 21-month time limit on receipt of Temporary Family Assistance all months of such assistance received during the public health and civil preparedness emergency. Suspending the time limit for this program will help families get the time and resources they need to get back on their path to self-sufficiency after the emergency is over. - <i>Sec. 17b-112. Temporary family assistance program</i></p>
7N	BOE	<p>7. Suspends school testing assessments for the 2019-2020 school year: Recognizing that the COVID-19 pandemic has had a major disruption on schools, the order waives all annual student assessment testing requirements for the current school year. - <i>Sec. 10-14n. Mastery examination.</i></p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p>
7O	—	None

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7P	Housing	<p>1. Authorization to provide for non-congregant housing for persons at risk: This order gives the appropriate state officials authority to ensure safe housing for certain first responder and healthcare workers who need alternative housing, provide for physical distancing in safe and adequate settings for people experiencing homelessness, and meet FEMA requirements to reimburse state efforts in these areas.</p> <p>Executive Order 7P Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7P.pdf</p>
	Recreation BOE	<p>1. Requirement of limited group sizes in childcare: The order requires all childcare facilities to limit group sizes to no more than 10 children in one space. Any facility caring for more than 30 children must obtain approval from the Office of Early Childhood and demonstrate sufficient separation of groups within the facility. This applies to all childcare facilities, including those that are exempt from licensing requirements. - Sec. 19a-79. (Formerly Sec. 19-43d). Regulations. Exemptions. Waivers</p>
7Q	Recreation BOE	<p>2. Enhancement of health procedures for all operating childcare programs: The order requires all children and childcare staff to be checked at the entrance of childcare facilities for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. All staff must adhere to increased hand washing and health practices. Enhanced cleaning and disinfection practices shall be implemented. This applies to all childcare facilities, including those that are exempt from licensing requirements. - Sec. 19a-79. (Formerly Sec. 19-43d). Regulations. Exemptions. Waivers.</p>
	Town Clerk Other Town Notaries	<p>3. Authorization of remote notarization:- Amended Procedures (see EO 7K) The order eliminates all existing legal requirements to have a signature on any document witnessed by a third party, except in the case of a last will and testament. With respect to last wills and testaments, documents may now be witnessed remotely under the supervision of an attorney. In addition to removing witness requirements, any document required to be filed on the land records must contain a one-page certification, completed by a notary or commissioner of the Superior Court, reciting to the fact that the underlying document was executed pursuant to the executive order. The order also requires all town and city clerks to accept those documents for recording. - Sec. 3-94b. Appointment and qualifications of notary or Sec. section 51-85</p> <ul style="list-style-type: none"> • The person seeking the notarial act, if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, as defined by subsection 10 of section 3-94a of the General Statutes, while connected to the Communication Technology, not merely transmit it prior to or after the transaction; • The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public for a period of not less than ten (10) years; • The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut; The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed; • The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means; • The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution, provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;

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Executive Order	Function Impacted	Summary and Statutory References
7Q	Town Clerk Other Town Notaries	<ul style="list-style-type: none"> Only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a- 285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Any witnessing requirement for a Last Will and Testament may be satisfied remotely through the use of Communication Technology if it is completed under the supervision of a Commissioner. The supervising Commissioner shall certify that he or she supervised the remote witnessing of the Last Will and Testament All witness requirements on any document, other than a Last Will and Testament, requiring a notarial act are suspended for the duration of this Executive Order. All Remotely Notarized documents pertaining to real property shall be accepted for recording on the land records by all Connecticut Town or City Clerks. A one-page certification confirming the use of Remote Notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in Connecticut. <p>Executive Order 7Q Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf</p>
7R	BOE BOE BOE Parks	<ol style="list-style-type: none"> Continuation of funding for boards of education: The order requires the Connecticut State Department of Education to continue processing appropriated state grant funds intended to support boards of education through the fiscal year ending June 30, 2020, including ECS grants, payments for special education, and Choice programming. It also requires municipalities to continue providing funding to local boards of education as set forth in the approved annual school budgets. - Sec. 10-262f, 10-76d and 10-76g, 10-264i, 10-2641, 10-2640, and 10-266aa. Continuation of payment of public school staff: The order requires school districts to continue to employ, or restore to employment if already laid off, and pay school staff who are directly employed by the local or regional boards of education. Preservation of student transportation services and special education providers: The order requires local boards of education and municipalities to negotiate amendments to contracts related to student transportation and special education services with the goal of continuing to make payments to transportation and special education providers so they may compensate their active employees, sustain the continuity of service when school resumes, and require the contracted company to attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and fleet. Restrictions on entrance to state parks, forests, and other lands: In light of significant visitors to certain state parks in recent days, the order gives the commissioner of Energy and Environmental Protection the authorization to ban visitors from entering state parks and other lands under the agency's control after the property has reached a capacity adequate to supporting implementation of social distancing policies to limit the spread of COVID-19. <p>Executive Order 7R Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf</p>
7S	Tax Collector Assessor Finance Registrar	<ol style="list-style-type: none"> Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. ((NOTE: OPM has Guidance on this EO - Link at the end of this section)) <ol style="list-style-type: none"> Deferment Program. During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative

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7S	Tax Collector Assessor Finance Registrar	<p>body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.</p> <p>b. Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.</p> <p>c. Eligibility of Landlords. In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.</p> <p>d. Escrow Payments. Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.</p> <p>e. Liens Remain Valid. Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.</p>
	Assessor Tax Collector	8. Suspension of reapplication filing requirement for the homeowners' elderly/disabled circuit breaker tax relief program and for the homeowners' elderly/disabled freeze tax relief program: Allows recipients of this benefit to receive the benefit for the coming year without recertifying their eligibility. - Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c
	Assessor	9. Substitution of full inspection requirements pertaining to October 1, 2020 grand list revaluations: Allows 34 municipalities to continue with their scheduled 2020 revaluations, which are started up to a year in advance. The statute allows for Data Mailer Questionnaire to be mailed to the property owner when access is unobtainable; this eliminates having to request access, and allows for the revaluation to be completed via questionnaire. - Sec. 12-62(b)(4).
	Finance Assessor Tax Collector	11. Suspension of Non-Judicial Tax Sales. - (Amended by 7CC.2 to clarify interest on redemption calculation) No municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public

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7S	Finance Assessor Tax Collector	<p>health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a "holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum. - <i>Sec. 12-157 or Section 7-258, 12-157</i></p> <p>Executive Order 7S Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf</p> <ul style="list-style-type: none"> • Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en ✓ Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - Municipal-Covid19-Program-Certification-Fillable.Pdf ✓ Governor's Executive Order 7S Section 6 Municipality Program Election - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En
7T	BOE Social Services Recreation	<p>4. Flexibility to maintain adequate child care infrastructure: Provides the commissioner of Early Childhood with the authority to implement a financial package to compensate emergency child care and stabilize the child care field to support providers through the emergency response. - <i>Sec. 10-16n through 10-16u, 10-266p, 10-266q, 10-262u, 10- 505, 10-506, 10-509, 17b-749, 17b-749a, 17b-749c, 17b-749i, and 17b-749j; and Sections 17b-749-0l through 17b-749-23 of the Regulations of Connecticut State Agencies, and any associated regulations, rules, and policies regarding child care funding</i></p> <p>Executive Order 7T Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7T.pdf</p>
7U	Public Safety Social Services	<p>1. Protection from civil liability for actions or omissions in support of the state's COVID-19 response: Protects health care professionals and health care facilities, including nursing homes and field hospitals, from lawsuits for acts or omissions undertaken in good faith in support of the state's COVID-19 response. State statutes already provide similar protections for other first responders, including police, firefighters, and EMS.</p> <p>2. Financial protections for the uninsured and people covered by insurance who receive out-of-network health care services during the public health emergency: Protects those who are uninsured and those who are insured and are treated by an out-of-network emergency services health care provider from surprise bills and other significant costs. This will ensure that individuals receiving care are not being financially burdened. - <i>Sec. 38a-477aa(b)(3)(A), 38a-477aa(b)(3)(B) , I 9a-673(b), I 9a-508c(l)</i></p> <p>Executive Order 7U Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7U.pdf</p>
7V	All	<p>1. Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut</p>

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7V	All	<p>deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p> <ul style="list-style-type: none"> Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately. Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules <p>✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p>
	Public Safety	<p>6. Protection from civil liability for actions or omissions in support of the state's COVID-19 response: Replaces the section of Executive Order No. 7U concerning protection from civil liability for actions or omissions in support of the state's COVID-19 response with new language, which adds protection from liability for common law claims – in addition to the previously enacted protection from liability for statutory claims – for healthcare workers and providers.</p> <p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p>
7W	Tax Collector Finance	<p>1. Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods. NOTE: OPM has Guidance on this EO - See EO 6 for link) Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic. The Deferment Program effectively delays certain pay by dates (the last day to pay) by three months for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible. to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.</p>
	Finance Finance Town Clerk	<p>2. No increased experience rating based on COVID-19 unemployment claims: Modifies state laws surrounding the requirement for employers to be charged an "experience rating" so their unemployment premiums are not unduly increased because of the high number of claims caused by COVID-19.</p> <p>8. Permit need not be recorded with town clerk: Suspends state statutes and regulations in all towns where the town clerk's office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk's office is reopened and staffed for routine business. - <i>Sec 30-53 of the Connecticut General Statutes and Section 30-6-A7 of the Regulations of Connecticut State Agencies</i></p> <p>Executive Order 7W Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf</p> <ul style="list-style-type: none"> Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en ✓ Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - Municipal-Covid19-Program-Certification-Fillable.Pdf

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Executive Order	Function Impacted	Summary and Statutory References
7W		<p>✓ Governor's Executive Order 7S Section 6 Municipality Program Election - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en</p> <p>✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - https://Portal.Ct.Gov/-/Media/Opm/Igpp-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En</p> <p>✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - https://Portal.Ct.Gov/-/Media/Opm/Igpp-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En</p>
7X	<p>BOE 2.</p> <p>All 3.</p> <p>BOE 4.</p>	<p>2. Continued cancellation of school classes through May 20, 2020: Extends the date for which classes at schools statewide remain canceled until at least May 20, 2020.</p> <p>3. Extension of closures, distancing, and safety measures through May 20, 2020: Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.</p> <p>4. Modification or deferral of educator certification testing: Modifies state statutes to authorize the commissioner of Department of Education to temporarily defer any requirements regarding certification testing for educators as he deems necessary to address the impact of the COVID-19 crisis. - Section 10-145f</p> <p>Executive Order 7X Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf</p>
7Y	—	None
7Z	<p>Finance 1.</p> <p>Assessor 2.</p>	<p>1. Modification of state contracting statutes to facilitate the emergency procurement of essential goods: Temporarily waives certain requirements related to state contracts in order to expedite the procurement of essential goods and services, including personal protective equipment (PPE), that are needed urgently to respond to the COVID-19 pandemic.</p> <p>a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require disclosure of certain gifts and campaign contributions by state contractors, prospective state contractors for state contracts over \$50,000;</p> <p>b. Section 4-61dd(h), which requires the inclusion of language regarding contractors' civil liability for violations of the state's whistleblower statute in state contracts;</p> <p>c. Section 4a-57 which requires the competitive solicitation for all purchases and contracts for supplies, materials and equipment, including, pursuant to Section 4d-8, the purchasing, leasing and contracting for information system and telecommunication system facilities, equipment and services;</p> <p>e. Sections 4a-60 and 4a-60a which requires the inclusion of certain anti-discrimination terms in State contracts and requires contractors to adopt anti-discrimination policies;</p> <p>f. Section 4e-29 and 4e-30 which require state contractors to permit certain audit and inspection activities by the State at the contractors' expense; and</p> <p>g. Section 4e-70(b) which requires state contractors to comply with certain confidentiality requirements</p> <p>2. In-person attendance requirement (CGS 12-113) suspended for assessment appeals: Allows property owners or their attorney or agent to appear before a board of assessment appeals using</p>

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7CC	Tax Collector Finance	prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.
	Tax Collector Finance	<p>3. Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.</p> <p>Executive Order 7CC Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf</p>
7DD	—	None
7EE	—	None
7FF	--	None
7GG		<p>1. Modification of state contracting statutes to facilitate the emergency procurement of essential services;</p> <p>2. Modification of state contracting authorities to facilitate the emergency procurement of essential services;</p> <p>3. Modification of state construction requirements to facilitate the emergency provision of construction and construction-related services;</p> <p>4. Extension of existing contracts to prevent gaps in necessary services.</p> <p>Executive Order 7GG Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7GG.pdf</p>
7HH	Elections Budget	<p>1. Clarifies that as of the date of issuance (May 1st) and going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted. This order clarifies Executive Order No. 7I, Section 13, to provide uniformity and consistency across municipalities, and prioritize health and safety while the risk of transmission of COVID-19 in large gatherings remains high. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.</p>
	Elections	<p>2. Authorization for common-interest communities to hold meetings remotely: This allows common interest communities, such as condominium associations and homeowners associations, to conduct business remotely and hold votes entirely by ballot if their by-laws or governing documents do not already permit it. Sec 47-250 and 47-252 are modified, ,Sec. 47-250(a)(5), 47-250(b)(7), and/or 47-252(d)</p> <p>Executive Order 7HH Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf</p>

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7II	BOE	1. Extension of School Class Cancellations for Remainder of School Year - As ordered in Section 1 of Executive Order No. 7C, and as modified by Section 1 of Executive Order No. 7L and Section 2 of Executive Order No. 7X , schools are cancelled through the remainder of the 2019-2020 school year. <ul style="list-style-type: none"> Private schools and other non-public schools are encouraged to follow the same schedule. Connecticut Unified School District 1, established pursuant to Section 18-99a of the Connecticut General Statutes, Unified School District 2, established pursuant to Section 17a-37, and Connecticut Department of Mental Health and Addiction Services inpatient facilities providing school classes or programs are exempt from this section, but shall take such measures as are necessary to protect the health and safety of students and staff.
	Farmer's Markets	3. Authority to Waive Certain Requirements for the Issuance of Vouchers under the Farmers' Market Nutrition Program for Women, Infants and Children - to expedite and expand the availability of food to persons and families in need: <ol style="list-style-type: none"> Section 22-6i(b)(4) of the Connecticut General Statutes is modified to waive the requirement that the voucher participant sign for the receipt of vouchers on the voucher registry maintained by the distributing agency, and to waive the requirement that the voucher participant sign the vouchers in the presence of the distributing agency's staff. Section 22-6i(b)(4) of the Connecticut General Statutes is modified to authorize the Commissioner of Agriculture to accept written confirmation, including but not limited to an electronic communication such as text message or email, from an eligible participant that such participant has received the vouchers, in lieu of a participant's signature on the voucher registry maintained by the distributing agency. Section 22-6i(b)(5) of the Connecticut General Statutes is modified to permit any adult to act as a designated proxy for an eligible participant to pick up vouchers from a distribution agency and redeem them at an authorized location. Section 22-6j(2) of the Connecticut General Statutes is modified to waive the requirement that an eligible participant countersign a voucher(s) in the presence of a certified vendor at an authorized location.
	Town Clerk Animal Control	4. Extension of the Start Date for Imposition of a Late Fee for Obtaining Dog Licenses from July 1, 2020 to August 1, 2020. Sect 22-338(a) Executive Order 7II Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf
7JJ	Tax Collector Finance	1. Applicability of Executive Order No. 7S, Section 8 - Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled, Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program. The biennial filing requirements in Sections 12-129n and Sections 12-170v and 12-170w of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who are required to re-certify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.
	Land Use Building Official ZEO Wetlands	3. Tolling of Land Use and Building Permits. In order to ensure that land use and building permit holders may continue to diligently pursue permitted activities after the state of emergency, an approval or permit issued by a municipal land use agency or official pursuant to the "Covered Laws" as defined in Section 19 of Executive Order 7I , or by a municipal building official pursuant to Connecticut General Statutes Chapter 541 and valid as of March 10, 2020, shall not lapse or otherwise expire during the state of emergency , and the expiration date of the approval shall toll during the state of emergency. To the extent that any such approval contains or is subject to conditions, the agency or official may waive such conditions if an approval holder is not able to abide by the conditions as a result of the COVID-19 pandemic or protective measures taken in response to it, provided that such waiver shall not be unreasonably withheld. This section shall not apply to an approval or permit whose holder was in

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7JJ	Land Use Building Official ZEO Wetlands	3. violation of the terms and conditions of the approval as of March 10, 2020 or who violates such terms and conditions during the state of emergency.
	All Admin.	<p>4. Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may</p> <ul style="list-style-type: none"> (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential; (ii) approve, enter into or amend existing contracts or agreements deemed essential; or (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in Executive Order No. 7B. <p>All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.</p> <p>The foregoing authority is not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum</p> <p>Executive Order 7JJ Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf</p>
7KK		None
7LL	Elections	<p>1. Changes to the Petitioning Process for Ballot Access for Petitioning Candidates and Candidates Petitioning Under Party Designation under sections 9-453 to 9- 453u. For candidates seeking ballot access as a petitioning candidate or a candidate petitioning using a party designation, including a party designation for an existing minor party, the following provisions shall apply:</p> <ul style="list-style-type: none"> a. Notwithstanding the provisions of section 9-453d of the General Statutes, the number of signatures required under section 9-453d of the General Statutes shall be reduced by thirty percent. b. Notwithstanding the provisions of section 9-453i, the deadline for filing such petitions shall be extended by two days. c. Notwithstanding sections 9-453a to 9-453o of the General Statutes, a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required if: (i) a registered voter signs a petition containing only his or her signature that is returned by U.S. mail to

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Executive Order	Function Impacted	Summary and Statutory References
7LL	Elections	<p>the candidate and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline, or (ii) a registered voter signs a petition containing only his or her signature, which signature may be scanned or photographed electronically, and returned to the candidate by electronic mail and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the registered voter. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-453a, 9-453f and 9-453g of the General Statutes and shall include a statement by the registered voter attesting to his or her identity, and qualification as an elector and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of 9-453a to 9-453o of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in section 9-453a to 9-453o of the General Statutes.</p>
7LL	Elections	<p>2. Changes to the Petitioning Process for Ballot Access for Major Parties. For a candidate for nomination of a political party to a state, district, or municipal office who has filed a single candidate committee statement under section 9-604(a) of the General Statutes or a certification under 9-604(b) of the General Statutes with the State Elections Enforcement Commission by 4:00 p.m. on May 26, 2020:</p> <ol style="list-style-type: none"> Notwithstanding the provisions of sections 9-400 and 9-406 of the General Statutes, the number of signatures obtained by circulated petition otherwise required of a candidate for nomination by a political party to a state, district or municipal office shall be reduced by thirty percent. Notwithstanding the provisions of sections 9-400, 9-404a, and 9-409 of the General Statutes, the deadline for filing such petitions shall be extended by two days. Notwithstanding sections 9-404b and 9-410 of the General Statutes, a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required by sections 9-404b and 9-410 of the General Statutes if: (i) an enrolled party member signs a petition containing only his or her signature that is mailed by U.S. mail to the candidate and later to the registrar of the municipality by the applicable deadline; or (ii) an enrolled party member signs a petition containing only his or her signature, which signature may be scanned or photographed electronically and sent by electronic mail to the candidate and later to the registrar of the municipality by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the enrolled party member. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-404a through 9-404c, and 9-406, 9-409 and 9-410 of the General Statutes and shall include a statement by the enrolled party member attesting to his or her identity, qualification as an elector and enrolled party member and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of sections 9-404b and 9-410 of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in sections 9-404a through 9-404c of the General Statutes. <p>Executive Order 7LL Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7LL.pdf</p>

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General Functions	<ul style="list-style-type: none"> Towns in Connecticut are bifurcated into two basic elements: General Government and Education. On the General Government side the day-to-day administration varies depending on a towns government structure - (Mayor, First Selectman, Council President or Town Manager). Connecticut has 109 town operating through a Town Charter and another 60 operating through State statutes. A municipalities chief executive officer (elected or appointed) is the person charged with general administration. On the Education side the communities Superintendent of Schools in coordination with the Board of Education Chairperson - is responsible for its ongoing administration. This “routine” administration is done in coordination with the chief governing board for the general government (Board of Selectmen, Town Council, Board of Aldermen) and Board of Education for education matters. Additionally, the Board of Finance and in consultation with Town Bond Counsel and Auditor. Investments made on behalf of the Town are done so under guidelines established by the General Assembly. Connecticut has no county government. Below the state level, governing units are either cities or towns. Towns must abide by existing collective bargaining agreements and adhere to all federal and state labor laws
Statutory Issues	<ul style="list-style-type: none"> Towns can exercise no powers except such as have been expressly granted to them or by fair implication conferred upon them by state. Connecticut Case Law, 21 CS 347 Towns, as conveyed by the General Assembly under 7-148 (Municipal Powers) have a lengthy list of powers provided them - including: Establishing rules or regulations of general municipal application 7-12 - Duties Of Selectmen. - Requires the selectmen to superintend the concerns of the town, adjust and settle all claims against it and draw orders on the treasurer for their payment. They must make a monthly report to the treasurer on the amount and number of orders drawn on them and they shall keep a permanent record of all expenditures. Sec. 7-12a. First selectman to be chief executive officer and ex-officio member of town boards, commissions and committees. Sec. 7-187 - 201. Charters, enables any municipality, in addition to such powers as it has under the provisions of the general statutes to (1) adopt and amend a charter which shall be its organic law ...(2) amend a home rule ordinance and (3) repeal any such home rule ordinance by adopting a charter, provided the rights or benefits granted to any individual under any municipal retirement or pension system shall not be diminished or eliminated. Sec. 10-220. Duties of Boards of Education Section 7-467 -788 - Municipal Employees Relations Act (MERA)
Executive Orders	<p>7, 7D, 7N - Restricts all social and recreational gatherings to no more than five people</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7B-1. Suspension of in-person open meeting requirements: The order modifies statutes local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7C-5. Extension of Municipal Budget Adoption Deadlines. for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The legislative body of the municipality, or in a municipality where the legislative body is a town meeting, the board of selectmen, may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption. All submission dates may be postponed until such time as the legislative body approves said modified schedule and deadline, consistent with the thirty (30) day extension.</p>

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7C-6. Extension of Regional Board of Education Budget Adoption Deadlines., all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.

- ✓ **Executive Order Nos. 7C and 7I** do not alter or modify the control of line-items that fall squarely within the authority of Boards of Education within a single municipality. Boards of Education should also still comply with all requirements pertaining to budget deadlines adopted by the municipality in compliance with the open meeting provisions in **Section 1 of Executive Order No. 7B**.

Executive Order 7C Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7C.pdf>

7H-1. Restrictions on workplaces for non-essential business: The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m.

7H-2. Requires a coordinated effort between the State of Connecticut and its municipalities when responding to this emergency: Consistency and uniformity are an absolute necessity during a public health emergency, and it is critical that the state has consistent guidelines in place across our cities and towns. **This order prohibits municipalities from issuing shelter-in-place orders or prohibitions on travel without permission from the Department of Emergency Services and Public Protection (DESPP). It also prospectively prohibits city and town leaders from enacting or enforcing any order that conflicts with any order issued by the governor or a state agency pursuant to his March 10 emergency declaration without permission from DESPP.**

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

7I-12 - Extension of Budget Adoption Deadlines - Additional Municipal Bodies. For purposes of the provisions set forth under Executive Order 7C, paragraph 5, regarding "Extension of Municipal Budget Adoption Deadlines," as well as for the provisions set forth in this order, **the term "municipal" or "municipality" shall include all municipalities and quasi-municipal corporations**, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes.

7I-13 - Now Clarified by of Executive Order No. 7HH-1 - Relieves towns of any in-person voting requirements by members of the public (including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

- ✓ **Applies to the suspension of “in-person” budget adoption requirements necessitating participation by members of the public**, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting (“RTM”), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by “conference call, videoconference or other technology” **consistent with the requirements of Executive Order No. 7B**.

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- 71-14 - Establishes a parallel process for the adoption of budgets by regional boards of education.** Regional boards of education shall consult with the budget making authority in each of its member towns and ensure it has received and given due consideration to their input. It is recommended that where still possible, Regional Boards of Education present the proposed budget to the chief executive officer and the legislative body of each of the municipalities in the regional school district to get feedback prior to final passage.
- 71-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation.** The **deadlines** for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims **are extended without penalty**. Additionally, the related **penalty provisions** set forth under **are suspended**. *Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 o f the Regulations and Sections 10-26lb, 12-19a, and 12-20b, Sec 10-26lb, 12-19a, and 12-20b*
- 71-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation.** The **requirement under of the Statutes for a taxpayer to appear in person are suspended** to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in **Executive Order 7B**. *Sections 12-110, 12-111, 12-117 and 12-170aa*
- 71-17 - Suspension of Deadlines and Modification of Public Hearing and Appeals Requirements for Assessment and Taxation.** The appeals deadlines set forth under for the valuation, revaluation, and appeals related to land and buildings for grants and property of private colleges and general hospitals for purposes of state grants in lieu of taxes are suspended. *Section 12-19b and 12-20b*
- 71-18 - Extension of New Reporting Requirements on Property.** The reporting requirements requiring additional specific property data for tax exemptions under are **suspended**. *Section 85 of Public Act 20-1, Subsections 60, 70, 72 and 76 of Section 12-81*
- 71-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards.** Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.
- Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
 - If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be **extended for 90 days**.
 - Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**.
 - Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
 - Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other

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proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,

- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- i. Any Covered Law prescribing the procedure for commencement of an **appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency** is suspended and modified to permit **any such appeal to be commenced by regular mail or by electronic mail**

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

7R-1 - Continuation of funding for boards of education: The order requires the Connecticut State Department of Education to continue processing appropriated state grant funds intended to support boards of education through the fiscal year ending June 30, 2020, including ECS grants, payments for special education, and Choice programming. It also requires municipalities to continue providing funding to local boards of education as set forth in the approved annual school budgets. - *Sec. 10-262f, 10-76d and 10-76g, 10-264i, 10-264j, 10-2640, and 10-266aa.*

7R-2 - Continuation of payment of public school staff: The order requires school districts to continue to employ, or restore to employment if already laid off, and pay school staff who are directly employed by the local or regional boards of education.

7R-3 - Preservation of student transportation services and special education providers: The order requires local boards of education and municipalities to negotiate amendments to contracts related to student transportation and special education services with the goal of continuing to make payments to transportation and special education providers so they may compensate their active employees, sustain the continuity of service when school resumes, and require the contracted company to attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and fleet.

Executive Order 7R Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf>

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7S-6 - Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. **((NOTE: OPM has Guidance on this EO - Link at the end of this section))**

- a. **Deferment Program.** During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program **shall offer** to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.
- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

Executive Order 7S Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

- **Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent -** <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en>

✓ **Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ -** <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en>

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Executive Orders	<p>a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require disclosure of certain gifts and campaign contributions by state contractors, prospective state contractors for state contracts over \$50,000;</p> <p>b. Section 4-61dd(h), which requires the inclusion of language regarding contractors' civil liability for violations of the state's whistleblower statute in state contracts;</p> <p>c. Section 4a-57 which requires the competitive solicitation for all purchases and contracts for supplies, materials and equipment, including, pursuant to Section 4d-8, the purchasing, leasing and contracting for information system and telecommunication system facilities, equipment and services;</p> <p>e. Sections 4a-60 and 4a-60a which requires the inclusion of certain anti-discrimination terms in State contracts and requires contractors to adopt anti-discrimination policies;</p> <p>f. Section 4e-29 and 4e-30 which require state contractors to permit certain audit and inspection activities by the State at the contractors' expense; and</p> <p>g. Section 4e-70(b) which requires state contractors to comply with certain confidentiality requirements</p> <p>Executive Order 7Z Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Z.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7CC-1 - Applicability of Executive Order No. 7S, Section 7 to additional critical and time-sensitive municipal fiscal actions: Expands Section 7 of Executive Order No. 7S, permitting a municipality's legislative body and budget-making authority to jointly authorize certain actions by a majority vote of each body to include additional time sensitive and essential actions among which such bodies may authorize. The EO includes:</p> <ul style="list-style-type: none"> • the application for or acceptance of any grants, funding, or gifts; • approval of collective bargaining agreements and legal settlements; • the transfer of funds to or from capital or reserve accounts, the investment of funds pertaining to pensions, trusts, retirement programs or other post- employment benefit funds; or • any financial actions required by (a) a contract or agreement or (b) a court order or consent decree that require approval, provided that such legislative body (or board of selectmen, where applicable) and budget-making authority have each approved such action and have made specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately during the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. <p>7CC-2 - Clarification of time periods regarding suspension and modification of non-judicial tax sales pursuant to Executive Order No. 7S, Section 11: Clarifies the calculation of time frames to redeem</p>

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certain interests in property after a municipality has sold the property to recoup unpaid taxes. Executive Order No. 7S extended those time frames.

- ✓ to provide that for any sales held pursuant to Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.

7CC-3 - Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.

Executive Order 7CC Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf>

7HH - 1 - Clarifies that as of the date of issuance (May 1st) and going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted. **This order clarifies Executive Order No. 7I, Section 13**, to provide uniformity and consistency across municipalities, and prioritize health and safety while the risk of transmission of COVID-19 in large gatherings remains high. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

Executive Order 7HH Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf>

7JJ-4 - Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may

- (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential;
- (ii) approve, enter into or amend existing contracts or agreements deemed essential; or
- (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in **Executive Order No. 7B.**

All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.

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Continuity Issues	<ul style="list-style-type: none"> • Continuity of Leadership - If the elected leadership of a given community are incapacitated as a result of the pandemic - who is in charge - how are decisions made? <ul style="list-style-type: none"> ✓ What are the town's essential functions? How will these functions be carried out in the event of staffing disruptions or IT issues? ✓ Does the town have a leadership team composed of all stakeholders - elected, law enforcement, EMS, organized labor and education. ✓ Many town leaders, especially those newly elected need assistance/guidance in the day-to-day operations - especially first term first selectmen from smaller jurisdictions ✓ Leadership is more than local elected officials on the the town government side - it must also include law enforcement, EMS, organized labor, • Staffing Needs/Capacity - What is the level of redundancy, anticipation of staffing needs and capacity <ul style="list-style-type: none"> ✓ Managing remotely ✓ Bargaining unit involvement/engagement ✓ If one or more functions required to be carried out by a town is interrupted by the pandemic due to a loss of staffing - what are the options available? ✓ How can disruption to an agency's or department's operations be reduced? ✓ Generally, departments are staffed at pre-COVID levels, town halls are closed to the public and records, too a limited extent, can be accessed remotely by Town staff and the public. Multiple town hall functions will require some presence in the town hall ✓ Absenteeism may increase because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure. (OSHA - see Resources section) ✓ Limited or inconsistent State and/or Regional capacity to "staff-up" to provide assistance (people or money to fund such services) • Work Cycle Impacts - Municipalities have routine actions, reports and requests - the current disruption impacts the flow of this work that will grow in terms of back-log the longer the pandemic stays in place. • Budgeting/Fiscal Management - Budgets and the assumptions/calculations they were constructed with just prior to the pandemic may well be changes. What should a municipality be doing to adjust local budgets and related fiscal policy? Promises of federal aid have been made - when and how much may come to individual towns is not known. <p>Municipalities in Connecticut have a major reliance on property taxes. While our towns clearly have an over reliance on the property tax - it does provide a more stable revenue source than other states where municipalities depend to a much larger degree on revenues from local sales taxes and fees. This, for Connecticut towns, is good for the short term. In the long term the economic hit on Connecticut's economy and in particular home prices - may have a significant revenue impact on our towns.</p>

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Continuity Issues	<ul style="list-style-type: none"> • Labor - How does the town address its labor force? Does the town: lay-off, furlough or continue to pay municipal workers - even those not deemed as “essential” to the municipalities critical functions? • IT - With video meetings and staff working remotely, towns are more vulnerable to cyber attacks - what safeguards are in place or should be in place to allow the community to operate? • Safety - Workplace safety is now the “new normal” and will - for the foreseeable future change the workplace. The assessor’s office in terms of proper distancing from fellow workers and the public (once town halls are re-opened) may need reconfiguration to comply and provide proper workforce protection. • Public Interactions - A town hall is the hub of all municipal activity - meetings, information, licenses, permits, taxes, assessment, voter registration and more. Some things can be done remotely and others require in person meetings. The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff. • Supplies/Consultants - Most municipalities are dependent on outside - normally private sector - companies/ consultants for a range of supplies (office, fuel, oil), contract work (roads, buildings, repairs) and technical assistance (IT, Insurance, Audit, etc.). Just as the town is disrupted by the pandemic - so are these outside vendors - which may/will impact the functions of the town.
Best Practices	<p>Situational Awareness/Opportunity</p> <ul style="list-style-type: none"> ✓ While not every function of municipal government is “essential” - municipal government is an essential function. Municipal operations should remain active, with critical services continuing to be provided to taxpayers ✓ The pandemic is NOT a natural disaster where there is a beginning and end - resulting in life returning to essentially normal. The way municipalities function in terms of service delivery, IT, budgeting finance, meetings, etc are and will be different until perhaps there is a vaccine. Towns must consider re-inventing themselves to providing government functions/services. ✓ The current situation presents an opportunity to re-visit how services are delivered. This does not mean that a whole new set of delivery mechanisms needs to be invented. Rather, approaches that have been uncomfortable in the past - collaboration, cooperation, regionalization - should be looked at in a new light. Technology, which has never been so widely used for communication and information at the municipal level - providing better understanding and participation. ✓ Take away from the crisis those elements that work better than the status quo and make them the “new normal” - don’t go back to the way things were. ✓ The pandemic should not be used as an excuse to circumvent or abrogate collective bargaining agreements or to reduce the municipal workforce <ul style="list-style-type: none"> ▸ Towns should/must work collaboratively with their bargaining units and the bargaining process, abide by contracts and negotiate in good faith. Labor unions and their members are allies and partners in confronting the challenges of the pandemic. They must be involved in every phase of town or board of education response to the pandemic and recovery. <p>Town’s should:</p> <ul style="list-style-type: none"> ✓ Form an Executive Team of elected officials, Public safety representatives (FD, LEO), and representatives of municipal and Board of Education bargaining units to ensure the informed decision making and effective distribution of information and the adoption of policies during the public health emergency. Identify the critical programs and services that must be delivered. ✓ Consider new ways of operating for both essential and non-essential functions – shift work, telework, nonstandard hours. ✓ Identify positions, in partnership with bargaining units, in non-essential work functions that can meet the need in essential work positions and consider how they may be able to provide needed support during this crisis.

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Best Practices	<ul style="list-style-type: none"> ✓ Identify and implement technology solutions that allow residents to conduct business virtually and protect municipal employees from exposure.
	<p>Manage, Collaborate and Communicate</p> <ul style="list-style-type: none"> ✓ Communicate Routinely - by phone or video-conference - board and commission chairs, labor representatives, elected officials (local and state) - Keep in mind and adhere ALL applicable FOIA Statutes, Regulations, Rulings and Policies. ✓ Assemble a operations team, including labor representatives, to rapidly address and adapt to changes in municipal operations ✓ Coordinate through regional COGs in partnership with bargaining unit representatives, the collective use of staff or consider a regional staffing through the COG. ✓ Schedule regular meetings with any labor unions representing town employees ✓ Schedule regular (weekly at least) video meetings with department heads - providing needed updates, hearing issues and going over expectations ✓ Involve representatives chosen by members of municipal and boards of education bargaining units through their labor unions in all discussions, planning or implementation of town policies to the pandemic recovery. ✓ Discuss with companies that provide the town with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies. (OSHA) <p>Budgeting/Fiscal Management</p> <ul style="list-style-type: none"> ✓ Do NOT assume that the budget developed pre-COVID-19 or the State monies from the most recent State Budget are valid - assume the worst in terms of funding. Only municipalities with more than 500,000 residents (of which Connecticut has none) can receive direct funding through last month's CARES Act package, which set aside \$150 billion for local governments. ✓ Be prepared for increased property collections issues due to COVID-19 and develop a policy in response to this unique situation ✓ Review with your fiscal personnel, Treasurer, Bond Counsel and Auditor to current and prospective fiscal situation of the town ✓ Review and understand the nature of the towns financial reserves ✓ Prepare an alternative budget based on worst case (elimination or 25 percent reduction in State funding) with a goal of maintaining essential services ✓ Collective bargaining agreements provide predictability and stability and should not be seen as obstacles to municipal budgeting practices. ✓ Town employees are parterres in the budget process and should be viewed as an asset to improve budget preparation. ✓ In the event of federal and/or state assistance related to the pandemic - it is essential that communities maintain detailed records of all related expenses. ✓ Go the the GFOA - "Fiscal First Aid Resource Center" (https://www.gfoa.org/fiscal-first-aid) <ul style="list-style-type: none"> ▶ March 27, 2020. Financial Decision Making Under Uncertainty ▶ April 1, 2020. Budgeting During a Recession: Principles, Practices, Processes, and Politics ▶ April 8, 2020. Financial Scenario Planning: Visualizing and Strategizing for Uncertain Times ▶ April 9, 2020. Take the 2020 Financial Policy Challenge ▶ April 24: Managing Cash Flow in a Crisis: How to Quickly Build a Working Cash Flow Model

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Best Practices	<p>Staffing</p> <ul style="list-style-type: none"> ✓ All employees should retain their regular salary - layoffs and/or furloughs should not be used ✓ Full communication and opportunity for input should be provided labor unions and their members ✓ Each employee's function, in coordination with bargaining units, should, if has not already been, classified as essential or non-essential <ul style="list-style-type: none"> ▶ Essential staff are expected to report (remotely or at their job site) and be available daily for necessary duties ▶ Non-essential staff should be apportioned specific hours of work ▶ Time sheets of work performed must be maintained by supervisors ▶ Any work that can be performed remotely should be ▶ No worker should be required to report to a workplace without specific work assigned to be performed ▶ Eliminate all non-essential workplace travel. ▶ Distribute summaries of health insurance processes and procedures to employees. ▶ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language. ▶ Ensure that the facility has a sufficient number of employees to perform all measures listed here effectively and in a manner that ensures the safety of the public and employees. ✓ In the event of federal or state reimbursements - detailed records need to be completed on all work performed as well as time not worked (but available). Such a record is needed and necessary to ensure full pay protection in the event of federal reimbursement. ✓ If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. ✓ Ensure that the town hall office where the building official is located has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet. Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible. ✓ Wherever possible, segment the workspace into discrete zones. Prohibit employees from entering into zones where they are not required to be to perform their jobs ✓ ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ Regional councils of government should be assembling rosters of qualified inspectors who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns <ul style="list-style-type: none"> ▶ Avoids need for inter-town agreements ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to "staff up" with either direct assistance from their member towns or the State to perform most town functions. The State has the Regional Performance Incentive Program (RPIP) that could be tapped to fund COGs to support such services. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise performed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. ✓ Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff.

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<p>Best Practices</p>	<ul style="list-style-type: none"> ▶ Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. ✓ Cross-train existing staff to preform many of the routine office functions ✓ All inter-departmental data sharing conducted electronically ✓ Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. ✓ Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper ✓ hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent. (OSHA) <p>In-Office Operations</p> <ul style="list-style-type: none"> ✓ Safe Workplace Rules for Essential Employers <ul style="list-style-type: none"> ▶ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers ✓ Town offices and facilities can remain open during regular business hours for employees ONLY - public should not be allowed in town halls or town facilities ✓ Sick employees to stay home. Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home. ✓ Distribute summaries of health insurance processes and procedures to employees. ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language. ✓ Each employee shall be required (Executive Order 7BB-1) to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings. ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language. ✓ Employees, to the degree possible - should work remotely. Teleworking can include performing normal job duties and special projects. Towns not familiar with tele-work should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. (OSHA) ✓ Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html. (OSHA) ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. (OSHA)

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Best Practices	<ul style="list-style-type: none"> ✓ Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual. (OSHA) ✓ Ensure that the facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet ✓ Install, once the town hall or other municipal facility is open to the public, shields or other barriers at registers and check-out areas to physically separate cashiers and customers or take other measures to ensure social distancing of customers from check-out personnel, or close lines to maintain a social distance between of 6 feet between lines; ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant material to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed . ✓ Remember - Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems. <p>Public Meetings</p> <ul style="list-style-type: none"> ✓ Consistent with Executive orders - ALL meetings should be conducted utilizing an online video platform ✓ Not all residents have WiFi or Internet connections - Meetings should also be played live on local cable access channels and have telephone dial-in option. ✓ Community Notification System is a mass notification product that many communities use to provide urgent information to their residents. While the primary use of such systems is to convey emergency information can and should be used to notify residents of a range of developments - including community meetings. ✓ Review, with the communities IT division or consultant, security, capacity
Resources	<ul style="list-style-type: none"> • Continuity of Operations During the COVID-19 Emergency MRSC - http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Continuity-of-Operations-During-COVID-19.aspx • Coronavirus (COVID-19) Resources for Local Governments - http://mrsc.org/Home/Explore-Topics/Public-Safety/Emergency-Services/Public-Health-Emergencies.aspx • Continuity of Operations During the COVID-19 Pandemic - https://icma.org/blog-posts/continuity-operations-during-covid-19-pandemic • Teleconferencing Guidelines - https://its.ny.gov/article/teleconferencing-guidelines • IT Practices and Procedures to Consider in Cases of Extended Telecommuting -Mar 12, 2020 BLOG POST: https://icma.org/blog-posts/it-practices-and-procedures-consider-cases-extended-telecommuting • Important Telecommuting Security Guidelines - https://its.ny.gov/article/important-telecommuting-security • Telecommuting Policy and Procedure - https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/telecommuting_policy.aspx • Alternative work options - https://www.mass.gov/info-details/alternative-work-options • 15 Questions About Remote Work, Answered, Harvard Business Review - https://hbr.org/2020/03/15-questions-about-remote-work-answered utm_medium=paidsearch&utm_source=google&utm_campaign=dsa&hideIntracommercial=true&gclid=EAlaIqoC hMI7dLcJL7y6AIVg5-fCh16Uw2fEAMYAiAAEgKJ7vD_BwE

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Resources

- **Guidance on Preparing Workplaces for COVID-19** - U.S. Department of Labor - Occupational Safety and Health Administration OSHA 3990-03 2020 [OSHA.gov](https://www.osha.gov)
- **Municipalities Look Back to 9/11 in Shaping COVID-19 Response** - Governing Magazine <https://www.governing.com/next/Municipalities-Look-Back-to-911-in-Shaping-COVID19-Response.html>
- **Local Government Finance Expert Connects Municipalities to COVID-19 Budget Planning Resources** - <https://Vtnews.Vt.Edu/Articles/2020/04/SPIA-Local-Government-Financial-Planning-Resources.Html>
- **Fiscal First Aid Resource Center** - GFOA - <https://www.gfoa.org/fiscal-first-aid>

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

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Municipal Budgeting	
Critical Functions	<ul style="list-style-type: none"> In towns operating under the general statutes, the board of finance performs all of the administrative tasks involved in budget preparation, requesting, and receiving budget estimates, compiling the budget document, and presenting it to the legislative body. (Source Handbook for Connecticut Boards of Finance, UCONN Institute for Public Service). In most towns the Board of Selectmen - often the First Selectman - develop the town budget for Board of Finance consideration.
Statutory Issues	<p>7-382 Requires each municipality to adopt the state uniform fiscal year which begins on July 1, and to prepare a budget showing its anticipated expenditure and receipts. Failure to adopt the uniform fiscal year shall cause the municipality to forfeit 10% of its state grants-in-aid.</p> <p>7-392 Requires all municipalities and their audited agencies (except the housing authority) to have their accounts audited at least annually, by an independent public accountant selected by the town and approved by the cognizant state agency.</p> <p>7-395 Secretary's review of audit report. Chief executive officer's or superintendent's plan for corrective action. Referral to Municipal Finance Advisory Commission. - Requires a chief executive officer of a municipality or superintendent of schools for the regional school district to attest to and explain findings as specified and submit a written plan for corrective action.</p> <p>7-396 Requires municipalities to file the name of the independent auditor, designated to audit the records of the municipality, with the office of policy and management. If the appointing authority fails to do so, the secretary of OPM will appoint an accountant and the cost shall be borne by the municipality or audited agency.</p>
Executive Orders	<p>7B-1. Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7C-5 - Extension of Municipal Budget Adoption Deadlines. for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The intent of that order was to give towns flexibility and allow them to meet, extend, or adjust all the preliminary deadlines that lead to a budget adoption vote or meeting. That order, and its deadline extensions, are still in effect, so towns have some flexibility in deciding whether to act or whether to wait at least some time on their budget adoption process until the situation improves. Meanwhile, any budget action that requires an in-person vote of residents or taxpayers is replaced by the provisions of Executive Order No. 7I. That order however, applies only to in-person votes of the public, whether at a referendum or town meeting (but not a Representative Town Meeting, which is body of elected representatives, not a town meeting) – it doesn't relieve the relevant municipal legislative body from the obligations to vote, record its vote, and follow Freedom of Information laws as amended by Executive Order No. 7B. Towns should still use those provisions to hold any budget presentation meetings or other proceedings required by law.</p> <p>7C- 6 - Extension of Regional Board of Education Budget Adoption Deadlines., all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.</p> <p>✓ Executive Order Nos. 7C and 7I do not alter or modify the control of line-items that fall squarely within the authority of Boards of Education within a single municipality. Boards of Education should also still comply with all requirements pertaining to budget deadlines adopted by the municipality in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.</p> <p>Executive Order 7C Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7C.pdf</p>

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7I-12 - Extension of Budget Adoption Deadlines - Additional Municipal Bodies. For purposes of the provisions set forth under Executive Order 7C, paragraph 5, regarding "Extension of Municipal Budget Adoption Deadlines," as well as for the provisions set forth in this order, **the term "municipal" or "municipality" shall include all municipalities and quasi-municipal corporations**, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes.

7I-13 - Relieves towns of any in-person voting requirements by members of the public **Now Clarified by of Executive Order No. 7HH-1** -(including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

✓ **Applies to the suspension of “in-person” budget adoption requirements necessitating participation by members of the public**, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting (“RTM”), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by “conference call, videoconference or other technology” **consistent with the requirements of Executive Order No. 7B.**

7I-14 - Establishes a parallel process for the adoption of budgets by regional boards of education. Regional boards of education shall consult with the budget making authority in each of its member towns and ensure it has received and given due consideration to their input. It is recommended that where still possible, Regional Boards of Education present the proposed budget to the chief executive officer and the legislative body of each of the municipalities in the regional school district to get feedback prior to final passage.

7I-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The **deadlines** for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims **are extended without penalty.** Additionally, the related **penalty provisions** set forth under **are suspended.** *Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 of the Regulations and Sections 10-26lb, 12-19a, and 12-20b, Sec 10-26lb, 12-19a, and 12-20b*

7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the “Covered Laws”); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 (“state of emergency”) are **extended by an additional 90 days**

b. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**

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- a. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- b. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**

Executive Order 7I Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7R-1 - Continuation of funding for boards of education: The order requires the Connecticut State Department of Education to continue processing appropriated state grant funds intended to support boards of education through the fiscal year ending June 30, 2020, including ECS grants, payments for special education, and Choice programming. It also requires municipalities to continue providing funding to local boards of education as set forth in the approved annual school budgets. - *Sec. 10-262f, 10-76d and 10-76g, 10-264i, 10-2641, 10-2640, and 10-266aa.*

7R-2 - Continuation of payment of public school staff: The order requires school districts to continue to employ, or restore to employment if already laid off, and pay school staff who are directly employed by the local or regional boards of education.

7R-3 - Preservation of student transportation services and special education providers: The order requires local boards of education and municipalities to negotiate amendments to contracts related to student transportation and special education services with the goal of continuing to make payments to transportation and special education providers so they may compensate their active employees, sustain the continuity of service when school resumes, and require the contracted company to attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and fleet.

Executive Order 7R Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf>

7S-6 - Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. **((NOTE: OPM has Guidance on this EO - Link at the end of this section))**

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b. Deferment Program. During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program **shall offer** to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

c. Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

d. Eligibility of Landlords. In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

e. Escrow Payments. Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.

f. Liens Remain Valid. Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7S-11 - Suspension of Non-Judicial Tax Sales. - No municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a "holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum. - **Sec. 12-157 or Section 7-258, 12-157**

Executive Order 7S Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

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- Office Of Policy And Management Guidance **Executive Order No. 7S and No. 7W Explanation of Purpose and Intent** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en>
- ✓ **Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en>
- ✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - [Municipal-Covid19-Program-Certification-Fillable.Pdf](#)
- ✓ **Governor's Executive Order 7S Section 6 Municipality Program Election** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en>
- ✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En>
- ✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En>

7W-1 - Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods. NOTE: OPM has Guidance on this EO - See above &S-11 Reference for link) Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic. The Deferment Program effectively delays certain pay by dates (the last day to pay) by three months for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

7W-2 - No increased experience rating based on COVID-19 unemployment claims: Modifies state laws surrounding the requirement for employers to be charged an "experience rating" so their unemployment premiums are not unduly increased because of the high number of claims caused by COVID-19.

Executive Order 7W Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

7Z -1 - Modification of state contracting statutes to facilitate the emergency procurement of essential goods: Temporarily waives certain requirements related to state contracts in order to expedite the procurement of essential goods and services, including personal protective equipment (PPE), that are needed urgently to respond to the COVID-19 pandemic.

- a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require disclosure of certain gifts and campaign contributions by state contractors, prospective state contractors for state contracts over \$50,000;
- b. Section 4-61dd(h), which requires the inclusion of language regarding contractors' civil liability for violations of the state's whistleblower statute in state contracts;
- c. Section 4a-57 which requires the competitive solicitation for all purchases and contracts for supplies, materials and equipment, including, pursuant to Section 4d-8, the purchasing, leasing and contracting for information

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system and telecommunication system facilities, equipment and services;

d. Sections 4a-60 and 4a-60a which requires the inclusion of certain anti-discrimination terms in State contracts and requires contractors to adopt anti-discrimination policies;

e. Section 4e-29 and 4e-30 which require state contractors to permit certain audit and inspection activities by the State at the contractors' expense; and

f. Section 4e-70(b) which requires state contractors to comply with certain confidentiality requirements.

Executive Order 7Z Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Z.pdf>

7CC - 1 - Modification of state contracting statutes to facilitate the emergency procurement of essential goods: Temporarily waives certain requirements related to state contracts in order to expedite the procurement of essential goods and services, including personal protective equipment (PPE), that are needed urgently to respond to the COVID-19 pandemic.

a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require approval of collective bargaining agreements and legal settlements;

- the transfer of funds to or from capital or reserve accounts, the investment of funds pertaining to pensions, trusts, retirement programs or other post-employment benefit funds; or
- any financial actions required by (a) a contract or agreement or (b) a court order or consent decree that require approval, provided that such legislative body (or board of selectmen, where applicable) and budget-making authority have each approved such action and have made specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately during the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality.

7CC-2 - Clarification of time periods regarding suspension and modification of non-judicial tax sales pursuant to Executive Order No. 7S, Section 11: Clarifies the calculation of time frames to redeem certain interests in property after a municipality has sold the property to recoup unpaid taxes. Executive Order No. 7S extended those time frames.

✓ to provide that for any sales held pursuant to Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.

7CC-3 - Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.

Executive Order 7CC Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf>

7HH - 1 - Clarifies that as of the date of issuance (May 1st) and going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted. **This order clarifies Executive Order No. 7I, Section 13**, to provide uniformity and consistency across municipalities, and prioritize health and safety while the risk of transmission of COVID-19 in large gatherings remains high. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must

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<p>Executive Orders</p>	<p>make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.</p> <p>Executive Order 7HH Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf</p> <p>7JJ-4 - Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may</p> <ul style="list-style-type: none"> (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential; (ii) approve, enter into or amend existing contracts or agreements deemed essential; or (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referendum. In so acting, the legislative body shall comply with open meeting requirements set forth in Executive Order No. 7B. <p>All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.</p> <p>The foregoing authority is not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum</p> <p>Executive Order 7JJ Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf</p>
<p>Continuity Issues</p>	<ul style="list-style-type: none"> • Budgets Related Assumptions/Calculations - Municipalities in Connecticut have a major reliance on property taxes. While our towns clearly have an over reliance on the property tax - it does provide a more stable revenue source than other states where municipalities depend to a much larger degree on revenues from local sales taxes and fees. This, for Connecticut towns, is good for the short term. In the long term the economic hit on Connecticut's economy and in particular home prices - may have a significant revenue impact on our towns. ✓ Budgets that were constructed with just prior to the pandemic are more than likely wrong ✓ Revenues from the state and by extension the federal government are unknown and possibly questionable. Promises of federal aid have been made - <i>when</i> and <i>how much</i> may come to individual towns is not known. There, in all probability, be a significant delay in realizing any outside assistance. ✓ What should a municipality be doing to adjust local budgets and related fiscal policy? ✓ Budgeting, as a result of this pandemic, is not normal and will require different calculations, assumptions and data

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Continuity Issues	<p>✓What to do? - Push is into the next fiscal year, for example, can instantly take the problem off the current books. But it serves only to make the following year's budgeting that much more difficult. Borrowing money for operating costs, another common tactic, may be even more dangerous. It adds to the public's long-term debt without creating any related future public benefit.</p> <ul style="list-style-type: none"> • Staffing Needs/Capacity - <p>✓ Does the town have the internal capacity to make the calculations and construct an adjusted budget. If not, where can such expertise be secured.</p>
Best Practices	<p>Amortization of Fiscal 2020 Deficits: Allows cities and towns to amortize its fiscal 2020 deficit resulting from the COVID-19 emergency over fiscal years 2021 to 2023, to be funded in equal or more rapid installments, such amortization to be adopted prior to setting the fiscal 2021 tax rate.</p> <p>Manage, Collaborate and Communicate</p> <ul style="list-style-type: none"> ✓ Communicate routinely - by phone or video-conference - board and commission chairs, elected officials, and labor representatives ✓ Assemble a operations team to rapidly address and adapt to changes in municipal operations. Such a team must include all bargaining units. ✓ Schedule regular meetings with any labor unions representing town employees ✓ Schedule regular (weekly at least) video meetings with department heads - providing needed updates, hearing issues and going over expectations ✓ Discuss with companies that provide the town with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies. (OSHA) <p>Staffing Needs</p> <ul style="list-style-type: none"> ✓ Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or "piggyback" various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act. ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to "staff up" to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▶ Avoids need for inter-town agreements ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. ✓ Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements ✓ Cross-train existing staff to preform many of the routine office functions ✓ All inter-departmental data sharing conducted electronically <p>Budgeting/Fiscal Management</p> <ul style="list-style-type: none"> ✓ Do NOT assume that the budget developed pre-COVID-19 or the State monies from the most recent State Budget are valid - assume the worst in terms of funding

Best Practices Guidelines

Municipal Budgeting	
Best Practices	<ul style="list-style-type: none"> ✓ Be prepared for increased property collections issues due to COVID-19 and develop a policy in response to this unique situation ✓ Review with your fiscal personnel, Treasurer, Bond Counsel and Auditor to current and prospective fiscal situation of the town ✓ Review and understand the nature of the towns financial reserves ✓ Prepare an alternative budget based on worst case (elimination or 25 percent reduction in State funding) with a goal of maintaining essential services ✓ Go the the GFOA - "Fiscal First Aid Resource Center" (https://www.gfoa.org/fiscal-first-aid) <ul style="list-style-type: none"> ▶ March 27, 2020. Financial Decision Making Under Uncertainty ▶ April 1, 2020. Budgeting During a Recession: Principles, Practices, Processes, and Politics ▶ April 8, 2020. Financial Scenario Planning: Visualizing and Strategizing for Uncertain Times ▶ April 9, 2020. Take the 2020 Financial Policy Challenge ▶ April 24: Managing Cash Flow in a Crisis: How to Quickly Build a Working Cash Flow Model <p>Public Meetings</p> <ul style="list-style-type: none"> ✓ Consistent with Executive orders - ALL meetings should be conducted utilizing an online video platform ✓ Not all residents have WiFi or Internet connections - Meetings should also be played live on local cable access channels and have dial-in option. ✓ Community Notification System is a mass notification product that many communities use to provide urgent information to their residents. While the primary use of such systems is to convey emergency information can and should be used to notify residents of a range of developments - including community meetings. ✓ Review, with the communities IT division or consultant, security, capacity
Resources	<ul style="list-style-type: none"> • Governing Magazine - Municipalities Look Back to 9/11 in Shaping COVID-19 Response - https://www.governing.com/next/Municipalities-Look-Back-to-911-in-Shaping-COVID19-Response.html • Using budget forecasting to recast plan after COVID-19 - Wipfli CPAs and Consultants - https://www.wipfli.com/insights/blogs/bank-on-wipfli/aa-using-budget-forecasting-to-recast-plan-after-covid-19 • Connecticut Town and City Management Association - https://cttcma.govoffice3.com • Government Finance Officers Association (GFOA) - https://www.gfoa.org/fiscal-first-aid • Connecticut Government Finance Officers Association (GFOA-CT) - https://www.gfoact.org • Office of Policy and Management (OPM) - Intergovernmental Policy and Planning Division (IGPP) https://portal.ct.gov/OPM/IGPP-MAIN/IGPP-Home-Page • International City/County Management Association (ICMA) - https://icma.org/coronavirus-crisis-response

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

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Critical Functions	<ul style="list-style-type: none"> • Town budget management • Maintain the general ledger - Monthly Financial Reports • Accounts Payable/Receivable • Payroll and Benefits Administration • Purchasing - including bid documents • Preparation of Bid Documents • Benefits - including pension administration • Cash Management • Manage various grants • Prepare reports and supply information to auditors (annual audit) - preparation takes place in May and Audit assistance typically takes place in July and/or August • Capital Assets and Debt Administration • Arrange short-term notes and bonds for operating and capital needs that are approved by the voters • Annual financial 'closing of the books' in June
Statutory Issues	<p>Currently no significant issues are in place. However, the following statutory matters may become issues:</p> <ul style="list-style-type: none"> ✓ 4b-91 - Process for bidding for public works contracts. ✓ 7-392 Requires all municipalities and their audited agencies (except the housing authority) to have their accounts audited at least annually ✓ 7-395 Secretary's review of audit report. Chief executive officer's or superintendent's plan for corrective action. ✓ 7-396 Requires municipalities to file the name of the independent auditor, designated to audit the records of the municipality ✓ 12-9 - Requires towns to annually prepare and submit to OPM a report outlining matters pertaining to assessment and taxation in the town during the preceding year. ✓ Sec. 7-127g. Annual reports to the General Assembly. ✓ 12-38 Interest On Taxes, Fees And Assessments Due From Municipality To The State. - Municipalities are liable for interest at 9% annually when payment of taxes, fees and assessments due to the state has been delayed more than thirty days after due date. ✓ 2-122 - Requires selectmen's annual report to include an itemized estimate of the current expenses of each department. Requires that no town levy a tax which is insufficient to pay the estimated expenses of the town for the current year. ✓ Chapter 109 - Municipal Bond Issues Sections 7-369 - 7-380C
Executive Orders	<p>7C-5 - Extension of Municipal Budget Adoption Deadlines. for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The intent of that order was to give towns flexibility and allow them to meet, extend, or adjust all the preliminary deadlines that lead to a budget adoption vote or meeting. That order, and its deadline extensions, are still in effect, so towns have some flexibility in deciding whether to act or whether to wait at least some time on their budget adoption process until the situation improves. Meanwhile, any budget action that requires an in-person vote of residents or taxpayers is replaced by the provisions of Executive Order No. 7I. That order however, applies only to in-person votes of the public, whether at a referendum or town meeting (but not a Representative Town Meeting, which is body of elected representatives, not a town meeting) – it doesn't relieve the relevant municipal legislative body from the obligations to vote, record its vote, and follow Freedom of Information laws as amended by Executive Order No. 7B. Towns should still use those provisions to hold any budget presentation meetings or other proceedings required by law.</p> <p>7C- 6 - Extension of Regional Board of Education Budget Adoption Deadlines., all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board</p>

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of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.

- ✓ **Executive Order Nos. 7C and 7I** do not alter or modify the control of line-items that fall squarely within the authority of Boards of Education within a single municipality. Boards of Education should also still comply with all requirements pertaining to budget deadlines adopted by the municipality in compliance with the open meeting provisions in **Section 1 of Executive Order No. 7B**.

Executive Order 7C Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7C.pdf>

7H-1 - Restrictions on workplaces for non-essential business: The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

7I-12 - Extension of Budget Adoption Deadlines - Additional Municipal Bodies. For purposes of the provisions set forth under Executive Order 7C, paragraph 5, regarding "Extension of Municipal Budget Adoption Deadlines," as well as for the provisions set forth in this order, **the term "municipal" or "municipality" shall include all municipalities and quasi-municipal corporations**, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes.

7I-13 - Relieves towns of any in-person voting requirements by members of the public **Now Clarified by of Executive Order No. 7HH-1.** (including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

- ✓ Applies to the **suspension of “in-person” budget adoption requirements necessitating participation by members of the public**, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting (“RTM”), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by “conference call, videoconference or other technology” **consistent with the requirements of Executive Order No. 7B**.

7I-14 - Establishes a parallel process for the adoption of budgets by regional boards of education.

Regional boards of education shall consult with the budget making authority in each of its member towns and ensure it has received and given due consideration to their input. It is recommended that where still possible, Regional Boards of Education present the proposed budget to the chief executive officer and the legislative body of each of the municipalities in the regional school district to get feedback prior to final passage.

7I-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The **deadlines** for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales

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Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims **are extended without penalty**. Additionally, the related **penalty provisions** set forth under **are suspended**. *Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 of the Regulations and Sections 10-26lb, 12-19a, and 12-20b, Sec 10-26lb, 12-19a, and 12-20b*

71-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- b. If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be **extended for 90 days**.
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7R-1 - Continuation of funding for boards of education: The order requires the Connecticut State Department of Education to continue processing appropriated state grant funds intended to support boards of education through the fiscal year ending June 30, 2020, including ECS grants, payments for special education, and Choice programming. It also requires municipalities to continue providing funding to local boards of education as set forth in the approved annual school budgets. - *Sec. 10-262f, 10-76d and 10-76g, 10-264i, 10-2641, 10-2640, and 10-266aa.*

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7R-2 - Continuation of payment of public school staff: The order requires school districts to continue to employ, or restore to employment if already laid off, and pay school staff who are directly employed by the local or regional boards of education.

7R—3 - Preservation of student transportation services and special education providers: The order requires local boards of education and municipalities to negotiate amendments to contracts related to student transportation and special education services with the goal of continuing to make payments to transportation and special education providers so they may compensate their active employees, sustain the continuity of service when school resumes, and require the contracted company to attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and fleet.

Executive Order 7R Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf>

7S-6 - Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. **((NOTE: OPM has Guidance on this EO - Link at the end of this section))**

a. Deferment Program. During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program **shall offer** to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

b. Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

c. Eligibility of Landlords. In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

d. Escrow Payments. Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.

e. Liens Remain Valid. Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes,

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rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7S-11 - Suspension of Non-Judicial Tax Sales. - No municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a "holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum. - ***Sec. 12-157 or Section 7-258, 12-157***

Executive Order 7S Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

- **Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en>

✓ **Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en>

✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S
And Executive Order 7W - [Municipal-Covid19-Program-Certification-Fillable.Pdf](#)

✓ Governor's Executive Order 7S Section 6 Municipality Program Election - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en>

✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S
And Executive Order 7W - <https://Portal.Ct.Gov/-/Media/Opm/Igpp-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En>

✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S
And Executive Order 7W - <https://Portal.Ct.Gov/-/Media/Opm/Igpp-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont’s signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules
- ✓ Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

7W-1 - Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods. NOTE: OPM has Guidance on this EO - See above &S-11 Reference for link)

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Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic. The Deferment Program effectively delays certain pay by dates (the last day to pay) by three months for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

7W-2 - No increased experience rating based on COVID-19 unemployment claims: Modifies state laws surrounding the requirement for employers to be charged an "experience rating" so their unemployment premiums are not unduly increased because of the high number of claims caused by COVID-19.

Executive Order 7W Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

7Z -1 - Modification of state contracting statutes to facilitate the emergency procurement of essential goods: Temporarily waives certain requirements related to state contracts in order to expedite the procurement of essential goods and services, including personal protective equipment (PPE), that are needed urgently to respond to the COVID-19 pandemic.

- a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require disclosure of certain gifts and campaign contributions by state contractors, prospective state contractors for state contracts over \$50,000;
- b. Section 4-61dd(h), which requires the inclusion of language regarding contractors' civil liability for violations of the state's whistleblower statute in state contracts;
- c. Section 4a-57 which requires the competitive solicitation for all purchases and contracts for supplies, materials and equipment, including, pursuant to Section 4d-8, the purchasing, leasing and contracting for information system and telecommunication system facilities, equipment and services;
- e. Sections 4a-60 and 4a-60a which requires the inclusion of certain anti-discrimination terms in State contracts and requires contractors to adopt anti-discrimination policies;
- f. Section 4e-29 and 4e-30 which require state contractors to permit certain audit and inspection activities by the State at the contractors' expense; and
- g. Section 4e-70(b) which requires state contractors to comply with certain confidentiality requirements.

Executive Order 7Z Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Z.pdf>

7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

7CC - 1 - Modification of state contracting statutes to facilitate the emergency procurement of essential goods: Temporarily waives certain requirements related to state contracts in order to expedite the procurement of essential goods and services, including personal protective equipment (PPE), that are

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needed urgently to respond to the COVID-19 pandemic.

a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require approval of collective bargaining agreements and legal settlements;

- the transfer of funds to or from capital or reserve accounts, the investment of funds pertaining to pensions, trusts, retirement programs or other post-employment benefit funds; or
- any financial actions required by (a) a contract or agreement or (b) a court order or consent decree that require approval, provided that such legislative body (or board of selectmen, where applicable) and budget-making authority have each approved such action and have made specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately during the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality.

7CC-2 - Clarification of time periods regarding suspension and modification of non-judicial tax sales pursuant to Executive Order No. 7S, Section 11: Clarifies the calculation of time frames to redeem certain interests in property after a municipality has sold the property to recoup unpaid taxes. Executive Order No. 7S extended those time frames.

✓ to provide that for any sales held pursuant to Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.

7CC-3 - Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.

Executive Order 7CC Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf>

Clarifies that as of the date of issuance (May 1st) and going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted. **This order clarifies Executive Order No. 7I, Section 13**, to provide uniformity and consistency across municipalities, and prioritize health and safety while the risk of transmission of COVID-19 in large gatherings remains high. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in **Section 1 of Executive Order No. 7B**.

Executive Order 7HH Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf>

7JJ-1 - Applicability of Executive Order No. 7S, Section 8 - Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled, Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program. The biennial filing requirements in Sections 12-129n and Sections 12-170v and 12-170w of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who are required to re-certify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.

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<p>Executive Orders</p>	<p>7JJ-4 - Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may</p> <ul style="list-style-type: none"> (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential; (ii) approve, enter into or amend existing contracts or agreements deemed essential; or (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in Executive Order No. 7B. <p>All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.</p> <p>The foregoing authority is not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum</p> <p>Executive Order 7JJ Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf</p>
<p>Continuity Issues</p>	<p>Daily Functions</p> <ul style="list-style-type: none"> • Staffing capacity may be stressed or interrupted as a result of COVID-19 • Mobilization and effectiveness of remote workforce • Towns not familiar with tele-work should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. <p>Meeting Statutory Deadlines</p> <ul style="list-style-type: none"> • Budget Development and passage - Deadline extended by Executive Orders. However, related work and adjustments to earlier assumptions/conclusions of the budget process must now be adjusted • Annual Audits • Typically not initiated until May, so not a current priority <p>Bid Openings</p> <ul style="list-style-type: none"> • Can a town proceed with holding a public bid opening if its public office is shut down, or if it cannot accommodate the expected audience in accordance with emergency health and safety guidance? <p>Risk and Vulnerability - operational and financial</p> <ul style="list-style-type: none"> • Cash flow (revenue) interruptions or reductions • Short term reserves

Finance

Best Practices

• Staffing

- ✓ Towns may consider either an inter-municipal agreement or mutual aid agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.
- ✓ Towns may consider either an inter municipal agreement or mutual aid agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements.
- ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis.
 - ▶ Avoids need for inter-town agreements
 - ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
 - ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
- ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed.
- ✓ Cross-train existing staff to preform many of the routine office functions

• In-Office Operations

- ✓ Departments can remain open during regular business hours for employees ONLY - public should not be allowed in town halls
- ✓ Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.
- ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant to disinfect work areas before finishing their shift.
- ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed
- ✓ Office should be in regular communication with the town's Emergency Management Director working and local health agency
- ✓ Staff should be expected to work remotely when not in office - Develop detailed lists of projects that can be accomplished while teleworking.
- ✓ Remember to keep in mind that teleworking can include performing normal job duties and special projects.

• Purchasing

- ✓ All bids and RFPs issued and received electronically - be sure to post all documents and procedures on website
- ✓ Conduct as many tasks as possible remotely from home

• Payroll and Accounts Payable

- ✓ Most of preparation can and should be performed remotely by staff
- ✓ Any function requiring access to office is managed with staggered staffing
- ✓ Maintain accurate records and timesheets of actual hours worked

Best Practices Guidelines

Finance

Best Practices	<ul style="list-style-type: none"> ✓ Salaries paid to full time employees working less than full time may be eligible for reimbursement from federal relief programs ✓ Flag any other costs directly attributable to COVID-19 for potential future reimbursement • Tax Collection <ul style="list-style-type: none"> ✓ Exterior drop box should be used for in-person payments ✓ Daily pickup of mailed or dropped payments must be made by staff taking all CDC precautions ✓ Collections should be processed according to staggered staffing protocols
Resources	<ul style="list-style-type: none"> • Connecticut Town and City Management Association - https://cttcma.govoffice3.com • Government Finance Officers Association (GFOA) - https://www.gfoa.org/fiscal-first-aid • Connecticut Government Finance Officers Association (GFOA-CT) - https://www.gfoact.org • Office of Policy and Management (OPM) - Intergovernmental Policy and Planning Division (IGPP) https://portal.ct.gov/OPM/IGPP-MAIN/IGPP-Home-Page • International City/County Management Association (ICMA) - https://icma.org/coronavirus-crisis-response

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

Best Practices Guidelines

Tax Collector	
General Functions	<ul style="list-style-type: none"> • Administers the preparation, receiving, collection policies and procedures, delinquencies, reconciling and depositing tax collections and charges; • Collection Enforcement: Statements of Back Taxes, Withholding and / or Revocation of licenses and permits, Demands, Alias Tax Warrants, Use of collection agency, etc., Tax Sales, Tax Lien Assignments and Foreclosures of tax liens • Assists taxpayers with tax questions as well as for attorneys title searchers, and banks • Processes deposits, prepares patch reports and turnover reports for the Town Treasurer; • Processes refunds when necessary; • Participates in short-term and long-range financial planning for town. • Performs trial balances monthly; • Reconciles Rate Book monthly and with Assessor's Abstract annually. • Organizes and initiates the preparation and processing of the annual property tax bills; • Updates property ownership records whenever a property is sold or transferred; • Verifies amounts due and other tax information for attorneys, realtors and lending institutions; • Reviews delinquent billings, arranges and approves payment plans for delinquent taxpayers, initiates enforcement procedures against delinquent taxpayers and consults with the Town Attorney when necessary; • Prepares and files certificates of liens with the Town Clerk on an annual basis; • Prepares and files releases of liens on a quarterly basis; • Prepares and files statutorily required reports with the State of Connecticut Office of Policy and Management. • Reports all delinquent Motor Vehicles to the Connecticut Department of Motor Vehicles on a quarterly basis, reports paid accounts on a monthly basis; • Files the required documents to bankruptcy courts upon request; • Identifies abatement accounts • Prepares statistical and narrative reports, as needed;
Statutes of Note	<ul style="list-style-type: none"> • Chapter 204 - Local Levy And Collection Of Taxes • Sec. 12-171, Sec. 12-173. Sec. 12-175. - Tax liens • 12-186 - Requires the tax collector to give notice of the pendency of the petition for foreclosure by publication of the petition in a newspaper of general circulation, to notify the property owners by registered mail postage prepaid, and to file on the land records in the town. • 12-170w Application for real property tax relief to certain elderly homeowners. - Requires a municipal tax collector to review an application and make notifications as specified. • 12-170aa Tax Relief For Certain Elderly Or Totally Disabled Homeowners. - Requires a municipal tax collector to make notifications. • 12-495 Payment Of Tax. Endorsement. - Requires that the real estate conveyance tax be paid to the town clerk in the town in which the property is located, and that the clerk endorse the deed with the amount of conveyance tax received. • 12-504f Classification of Land Classified as Farm, Forest, Open Space or Maritime Heritage Personal to Owner. Certificate of Classification. - Requires that the assessor file a certificate with the town clerk as specified, the town clerk to notify the tax assessor of the sale of such land and the tax assessor to notify the new owner of such tax benefits. • 12-495 Payment Of Tax. Endorsement. - Requires that the real estate conveyance tax be paid to the town clerk in the town in which the property is located, and that the clerk endorse the deed with the amount of conveyance tax received. • 14-33a - Requires the tax collector of any municipality to immediately notify the commissioner of motor vehicles, in a manner prescribed by this section, whenever a taxpayer who was previously reported to the commissioner as being delinquent in the paying of his taxes is no longer delinquent. • 13a-12 - Requires that towns with boroughs within their limits pay boroughs an agreed upon amount for road repairs, and in addition to that payment requires towns to build and maintain all bridges within the borough

Best Practices Guidelines

Tax Collector

Executive Orders

7H-1 -Restrictions on workplaces for non-essential business: The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

7I-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The deadlines for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims are extended without penalty. Additionally, the related penalty provisions set forth under are suspended. **Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 o f the Regulations and Sections 10-26lb, 12-19a, and 12-20b, Sec 10-26lb, 12-19a, and 12-20b**

7I-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation. The requirement under of the Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in **Executive Order 7B. Sections 12-110, 12-111, 12-117 and 12-170aa**

7I-17 - Suspension of Deadlines and Modification of Public Hearing and Appeals Requirements for Assessment and Taxation. The appeals deadlines set forth under for the valuation, revaluation, and appeals related to land and buildings for grants and property of private colleges and general hospitals for purposes of state grants in lieu of taxes are suspended. **Section 12-19b and 12-20b**

7I-18 - Extension of New Reporting Requirements on Property. The reporting requirements requiring additional specific property data for tax exemptions under are suspended. **Section 85 of Public Act 20-1, Subsections 60, 70, 72 and 76 of Section 12-81**

7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website,**
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification,**

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- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

7S -6 - Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. **((NOTE: OPM has Guidance on this EO - Link at the end of this section))**

- a. **Deferment Program.** During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program **shall offer** to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties

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at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.
- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7S-8 - Suspension of reapplication filing requirement for the homeowners' elderly/disabled circuit breaker tax relief program and for the homeowners' elderly/disabled freeze tax relief program See - **7JJ-1 for Applicability of Executive Order No. 7S, Section 8:** Allows recipients of this benefit to receive the benefit for the coming year without recertifying their eligibility. - **Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c**

7S-11 - Suspension of Non-Judicial Tax Sales. - (Amended by 7CC.2 to clarify interest on redemption calculation) No municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a "holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum. - **Sec. 12-157 or Section 7-258, 12-157**

Executive Order 7S Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

- **Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en>

✓ **Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Documents/04152020.pdf?la=en>

✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - [Municipal-Covid19-Program-Certification-Fillable.Pdf](#)

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- ✓ Governor's Executive Order 7S Section 6 Municipality Program Election - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en>
- ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En>
- ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules

- ✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

7W-1 - Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods. **NOTE: OPM has Guidance on this EO - See EO 6 for link)** Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic. The Deferment Program effectively delays certain pay by dates (the last day to pay) by three months for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible, to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

Executive Order 7W Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.

Best Practices Guidelines

Tax Collector	
Executive Orders	<ul style="list-style-type: none"> If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7CC-2 - Clarification of time periods regarding suspension and modification of non-judicial tax sales pursuant to Executive Order No. 7S, Section 11: Clarifies the calculation of time frames to redeem certain interests in property after a municipality has sold the property to recoup unpaid taxes. Executive Order No. 7S extended those time frames.</p> <p>✓ to provide that for any sales held pursuant to Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.</p> <p>7CC-3 -Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.</p> <p>Executive Order 7CC Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf</p> <p>7JJ-1 - Applicability of Executive Order No. 7S, Section 8 - Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled, Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program. The biennial filing requirements in Sections 12-129n and Sections 12-170v and 12-170w of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who are required to re-certify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.</p> <p>Executive Order 7JJ Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf</p>
Continuity Issues	<ul style="list-style-type: none"> Executive Orders 7I, 7S, &W and 7CC provide tax payers extensions or delays for multiple tax obligations and filings with municipalities and their respective tax collectors. They do not diminish the total work, any new complexities resulting from these orders or the soon to be new fiscal year. Despite the EOs for tax payers - many will have difficulty making payments and collections could/will be a significant issue for tax collectors, Normal collection process/policies may need adjustment. Staffing may be an issue as a result of direct (people getting ill or having to take care of family members who are ill) and/or any increase in workload as a result of office closures. This may be a particular challenge for towns with limited tax collector office staffing prior to the pandemic.
Best Practices	<p>Staffing</p> <ul style="list-style-type: none"> Towns may consider either an inter-municipal agreement or mutual aid agreement with a neighboring community to either share staff or "piggyback" various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.. Regional councils of government should be assembling rosters of qualified inspectors who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns.

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Best Practices	<ul style="list-style-type: none"> ✓ Avoids need for inter-town agreements ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. <ul style="list-style-type: none"> • Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▸ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. • A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed. • Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. <ul style="list-style-type: none"> ▸ Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. <p>Safe Workplace Rules for Essential Employers</p> <ul style="list-style-type: none"> ✓ Go to DECD’s website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers <p>In-Office Operations</p> <ul style="list-style-type: none"> ✓ Departments can remain open during regular business hours for employees ONLY - public should not be allowed in town halls ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ Office should be in regular communication with the town’s Emergency Management Director working and local health agency ✓ Staff should be expected to work remotely when not in office - Develop detailed lists of projects that can be accomplished while teleworking. ✓ Teleworking can include performing normal job duties and special projects. Towns not familiar with telework should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment.
Resources	<ul style="list-style-type: none"> • Tax Collectors - https://portal.ct.gov/OPM/IGPP-MAIN/Directories/Municipal-Tax-Collectors • Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en

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Resources	<ul style="list-style-type: none"> ✓ Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - Municipal-Covid19-Program-Certification-Fillable.Pdf ✓ Governor's Executive Order 7S Section 6 Municipality Program Election - https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - https://Portal.Ct.Gov/-/Media/Opm/Igpp-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En ✓ Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W - https://Portal.Ct.Gov/-/Media/Opm/Igpp-Data-Grants-Mgmt/Covid19-Igpp-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En • Connecticut Tax Collectors Association - https://www.ct-tax.org • Schedule for Paying Property Taxes - October 24, 2017 2017-R-0235 - https://search.cga.state.ct.us/Highlighter/doc/b9627f8934eba8fe2d166b93bccabc11.pdf#page=1 • Property Tax Due Dates, Office of Legislative Research - August 24, 2018 2018-R-0217 - https://search.cga.state.ct.us/Highlighter/doc/1bdca9c0dca3ffd448cf419d208c635a.pdf#page=1 • OLR Backgrounder: The Municipal Fiscal Calendar, Office of Legislative Research - https://search.cga.state.ct.us/r/olrbasic/dtsearch.asp?cmd=getdoc&DocId=6434&Index=I%3a%5czindex%5c1996&HitCount=2&hits=994+b89+&hc=4666&req=Tax+and+Collector&Item=32

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

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General Functions	<p>Overview</p> <ul style="list-style-type: none"> Record Building Permits. And Conduct Real Estate Field Work. As well as record Certificates of Occupancy and make mapping changes on assessor's maps as they are identified and Maintain Sales books and 911 listings Process: new construction prorates, transfers of property ownership, owner/address changes. M-45 forms and submit to OPM monthly, Elderly/Disabled Renter Rebate Applications, Commercial Motor Vehicle Exemption, Manufacturing and Machinery Exemption Applications, Personal Property accounts, Supplemental Motor Vehicle (MVS) information, Process Motor Vehicle Information for all vehicles registered in Town. Goal – have MV list as finalized as possible by mid-January of each year, Increase Notices for any account that has an increase in assessment, Certificates of Correction, Annual Income and Expense Reports, Tax Exempt Returns (Quadrennial or Supplemental, Grand List, Process Board of Assessment Appeals (BAA) Exemption for Farm Buildings and also an Exemption for an Additional \$100,000 for form machinery Prepare required reports for State Office of Policy and Management and Annual State owned property report Administer: 490 Program and Exemption Programs (Veterans, Blind, Totally Disabled, Dairy Farm, Fireman, Active Duty Serviceman) Maintain exemption information for several State and local exemptions (Veterans, Blind, Totally Disabled, Dairy Farm, Fireman, Active Duty Serviceman) <p>Key Actions by Month:</p> <p>January - Finalization of the Grand List</p> <p>February - Elderly/Disabled applications start . Work begins with the Board of Assessment Appeals</p> <p>March - Process corrections mandated by the Board of Assessment Appeals)</p> <p>April - State report M-37 due to OPM April 1st, Applications for elderly/disabled Renters commences.</p> <p>May - State report M-13 due to OPM by May 1st, Elderly homeowner's applications come to a close and Office begins taking renter applications</p> <p>June - Report to State Forester due, Work on sending the grand list to administrative software company - to produce tax bills, Elderly/Disabled Renters Program Activity (varies)</p> <p>July - Report to VA due July 1st, State report M-35 due to OPM by July 1st -Most of July is spent dealing with motor vehicle issues generated by the tax bills, Elderly/Disabled Renters Program Activity (varies)</p> <p>August- State report M-59 due to OPM August 1st, Begin to prepare personal property declarations to be sent out in September, Elderly/Disabled Renters Program Activity (varies)</p> <p>September - This month marks the filing period for Farm/Forest and Open Space applications, Work on the veteran applications that have been filed - The Assessor conducts inspections of property changes due to building permits issued since the prior 10/1. Notify disabled veterans of the need to annually file their percentage of disability. Review and declare to the State of Connecticut all reduction to the Elderly homeowner program Elderly/Disabled Renters Program Activity (varies)</p> <p>October - M-35P & M36P reports due to OPM by October 1st, Farm/Forest and Open Space applications continue, Property inspections continue, Elderly/Disabled Renters Program Activity (varies)</p> <p>November - File 490 classifications with the Town Clerk, Start work on Supplemental Motor Vehicle pricing and continue to process all new applications for PA 490 and other changes to the Grand List, Value personal property for the grand list as filed by the taxpayer's declarations, Elderly/Disabled Renters Program Activity (varies)</p> <p>December - Apply exemptions as needed and work on pricing of the regular motor vehicle grand list Elderly/Disabled Renters Program Activity (varies).</p>

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Statutory Issues	<p>Chapter 96A - Sections 7-100K - 7-100I</p> <ul style="list-style-type: none"> • 12-120 - Requires each assessor to submit to OPM a report of the abstract of the grand list, including all corrections made prior to the reporting date of April 1. • 12-40 - Requires assessors to publish in a newspaper, on or before October 15 annually, a notice requiring all persons liable to pay taxes to bring in written lists of property they own. • 12-55 - Requires assessor to value all taxable property and file in alphabetical order the abstract of the grand list with the municipal clerk. Also, requires the assessor to mail written notice of increased assessments to the owner, giving both the old and new assessment, but need only reflect the total real property value of a parcel. Each town's grand list must be signed by a certified assessor. • 12-62 - Requires all towns to conduct and implement revaluation as specified and follow specified procedures regarding reporting and public access. • 12-109 - Requires each town assessor to list, value and assess annually, all property exempted from taxation except public streets, highways and bridges, and to add such valuation to the grand list in such a manner as to be separate from non-exempt property. • 12-170f - Requires assessors to perform specified actions upon receipt of a Renters Rebate Program application. • 12-110 - Requires board to meet at least once annually March and in September and to post and publish notice of such meetings in a newspaper with general circulation in such town.
Executive orders	<p>7H-1 -Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7I-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The deadlines for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims are extended without penalty. Additionally, the related penalty provisions set forth under are suspended. Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 o f the Regulations and Sections 10-26lb, 12-19a, and 12-20b, Sec 10-26lb, 12-19a, and 12-20b</p> <p>7I-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation. The requirement under of the Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in Executive Order 7B. Sections 12-110, 12-111, 12-117 and 12-170aa</p> <p>7I-17 - Suspension of Deadlines and Modification of Public Hearing and Appeals Requirements for Assessment and Taxation. The appeals deadlines set forth under for the valuation, revaluation, and appeals related to land and buildings for grants and property of private colleges and general hospitals for purposes of state grants in lieu of taxes are suspended. Section 12-19b and 12-20b</p> <p>7I-18 - Extension of New Reporting Requirements on Property. The reporting requirements requiring additional specific property data for tax exemptions under are suspended. Section 85 of Public Act 20-1, Subsections 60, 70, 72 and 76 of Section 12-81</p>

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7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**

Executive Order 7I Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

7S -6 - Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and

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reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. **((NOTE: OPM has Guidance on this EO - Link at the end of this section))**

- a. **Deferment Program.** During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program **shall offer** to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.
- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7S-8 - Suspension of reapplication filing requirement for the homeowners' elderly/disabled circuit breaker tax relief program and for the homeowners' elderly/disabled freeze tax relief program: Allows recipients of this benefit to receive the benefit for the coming year without recertifying their eligibility. - **Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c**

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7S-11 - Suspension of Non-Judicial Tax Sales. - (Amended by 7CC.2 to clarify interest on redemption calculation) No municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a "holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum. - **Sec. 12-157 or Section 7-258, 12-157**

Executive Order 7S Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

- **Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en>

- ✓ **Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en>

- ✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - [Municipal-Covid19-Program-Certification-Fillable.Pdf](#)

- ✓ **Governor's Executive Order 7S Section 6 Municipality Program Election** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en>

- ✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En>

- ✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.

- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules

- ✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

7W-1 - Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods. **NOTE: OPM has Guidance on this EO - See EO 6 for link)** Section 6 creates

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Executive Orders	<p>two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic. The Deferment Program effectively delays certain pay by dates (the last day to pay) by three months for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the “Application for Municipal Tax Relief” available on OPM’s website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.</p> <p>Executive Order 7W Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7CC-2 - Clarification of time periods regarding suspension and modification of non-judicial tax sales pursuant to Executive Order No. 7S, Section 11: Clarifies the calculation of time frames to redeem certain interests in property after a municipality has sold the property to recoup unpaid taxes. Executive Order No. 7S extended those time frames.</p> <p>✓ to provide that for any sales held pursuant to Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.</p> <p>7CC-3 -Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.</p> <p>Executive Order 7CC Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf</p>
Continuity Issues	<ul style="list-style-type: none"> • Staffing - Staffing levels may be interrupted or diminished as a result of the pandemic. While some work can be accomplished remotely or through the use of staggered shifts - productivity may be an issue. Additionally, in the event that the assessor is incapacitated - does the town have a back-up for this person. In many cases, especially small towns, there is only one part time person performing the assessor function. • In-Office Operations - Generally, departments are staffed at pre-COVID levels, town halls are closed to the

Best Practices Guidelines

Assessor	
Continuity Issues	<p>public and records, for the most part, can be accessed remotely by assessment staff. This situation allows for limited (email and phone) interactions with the public. Staffing capacity could become an issue</p> <ul style="list-style-type: none"> • Safety - Workplace safety is now the “new normal” and will - for the foreseeable future change the workplace. The assessor’s office in terms of proper distancing from fellow workers and the public (once town halls are re-opened) may need reconfiguration to comply and provide proper workforce protection. • Public Interactions - The Assessor’s Office in any town is one of the most visited (in-person, electronically and by mail). The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff. • Inspections - Interior and exterior inspections of property are a fundamental element of this office. Currently and perhaps long-term this practice places assessor staff and consultants at risk. • Records Access - Most towns have records available online. There are some that are not and yet necessary to be viewed. • Work Cycle Impacts - The Assessor’s Office, perhaps more than any other town hall office, is regimented by statute and fiscal year schedules. Any interruption - such as that being caused by the pandemic - has a domino effect on workload and associated outcomes. The multiple Executive Orders that have extended deadlines have assisted in the short-term - but ultimately the work needs to be done. Additionally, the impact of the delays to the Finalization of the Grand List, various mandatory reports and other important data is not yet fully understood. • Statutory Deadlines/Requirements (ie. BAA, M13 – Grand List Reporting to OPM and M-35a – Muni Claim for Reimbursement for Elderly Homeowners - Most of the deadlines have been postponed - but they will - sooner than later - need to be completed. This may put stress on workforce capacity as well as local budgets to cover the extra costs.
Best Practices	<p>Staffing</p> <ul style="list-style-type: none"> ✓ Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act. ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▶ Avoids need for inter-town agreements ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. ✓ Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements ✓ Cross-train existing staff to preform many of the routine office functions ✓ All inter-departmental data sharing conducted electronically
	<p>In-Office Operations</p> <ul style="list-style-type: none"> ✓ Departments can remain open during regular business hours for employees ONLY - public should not be allowed in town halls

Best Practices Guidelines

Assessor	
Best Practices	<div data-bbox="323 331 558 361">In-Office Operations</div> <ul style="list-style-type: none"> ✓ Departments can remain open during regular business hours for employees ONLY - public should not be allowed in town halls ✓ Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems. ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed ✓ Office should be in regular communication with the town's Emergency Management Director working and local health agency ✓ Staff should be expected to work remotely when not in office - Develop detailed lists of projects that can be accomplished while teleworking. ✓ Office should be in regular communication with the town's Emergency Management Director working and local health agency ✓ Staff should be expected to work remotely when not in office - Develop detailed lists of projects that can be accomplished while teleworking. ✓ Teleworking can include performing normal job duties and special projects. Towns not familiar with telework should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. <div data-bbox="323 1209 456 1239">Inspections</div> <ul style="list-style-type: none"> ✓ No interior inspections should occur unless and until state public health (DPH) provides guidance. Provide the option for video or phone interviews ONLY - Otherwise, treat as normal refusal and allow owner to challenge via appeal ✓ Most inspections may be completed virtually. Virtual inspections are conducted between a customer and Town/City inspector by using a video call on a smart phone or tablet. All building-related inspections may be considered for virtual inspections, however, based on the size and/or complexity of the project it may not be possible to conduct virtually. Note: Inspection complexity will be determined by the inspector. For inspections deemed too complex for virtual completion, the Town/City may accept, at the town/city's discretion, third-party inspections. <ul style="list-style-type: none"> ▶ Customers must have a smartphone or tablet connected to WiFi or 4G wireless service. ▶ Google Duo (all devices), FaceTime (Apple OS devices), or Microsoft Teams (all devices) is required to host the video call. Check your mobile device's app store to download. Additional apps may be offered as this program expands. ▶ Third party engineers or third party agencies must obtain approval prior to conducting a virtual inspection. For approval, submit resumes and proof of certification to _____. <div data-bbox="323 1787 802 1816">Process Property Tax Exemption Programs</div> <ul style="list-style-type: none"> ✓ Same protocols as for Maintaining Property Records for new applications for exemption

Best Practices Guidelines

Assessor	
Best Practices	<ul style="list-style-type: none">✓ Current homeowners eligible for elderly/disabled circuit breaker and freeze programs eligible for 2020 without re-application per E.O. 7S <p>Filing of Reports to State</p> <ul style="list-style-type: none">✓ Same protocols as for Maintaining Property Records <p>Revaluations</p> <ul style="list-style-type: none">✓ Per statute, revaluations required for 2020 should already be under contract✓ Revised inspection protocols for reval companies now outlined in Executive Order 7S <p>Board of Assessment Appeals</p> <ul style="list-style-type: none">✓ Appeals due Feb 21 or March 21 should already be under review✓ Hearings should be conducted virtually per E.O. 7Z
Resources	<ul style="list-style-type: none">• Connecticut Association of Assessing Officers - https://caao.com• Office of Policy and Management, Intergovernmental Policy and Planning Division (IGPP) - https://portal.ct.gov/OPM/IGPP-MAIN/IGPP-Home-Page• Town of West Hartford video inspection guide: https://www.westhartfordct.gov/civicax/filebank/blobdload.aspx?BlobID=41458• City of Tucson - Remote Video Inspection - https://www.tucsonaz.gov/pdsd/remote-video-inspection

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

Town Clerk

General Functions	<ul style="list-style-type: none"> Record documents, index, receive filing fee (can include, maps, trade name certificates, liquor permits, mortgages, liens, etc). Balance cash drawer daily and post to ledger Report weekly revenues to the Town Treasurer Issue, record and index birth (rarely), death, marriage, civil union, burial documents Issue copies of documents and maps for the public Maintain daybook, provide copy for Assessor, Tax Collector, Zoning Enforcement Officer, Building department Use day book to file and indexing documents for land records – including “marginal notation” Prepare monthly report to the State Department of Health (vital statistics) Receive and file minutes and agendas from Boards and Commissions Compute and collect municipal and state conveyance taxes (send to State Department of Revenue monthly) Address inquiries from the public regarding various research projects – including genealogy searches Prepare certified copies of documents and affixes seals, collects applicable fee Record microfilming of documents onto CDs for the creation of archival microfilm. Maintain up-to-date “Notice Window” in Town Office Building and as per State Statute maintains records of agendas and meeting notices Title searches Notary work Issue of Sport and Dog Licenses – prepare necessary reports Prepare and submit monthly reports to applicable State agencies (DEP, Connecticut State Library, etc) Issue oath of office to elected and appointed officials Give oath of office to and maintain records of notary public licenses and Justices of the Peace Take Town based meeting minutes Prepare legal notices, publish ordinances etc. Register residents to vote – ongoing activity Administer all federal, state, and local laws pertaining to elections. Preparation begins six months before the actual election. Special overseas military ballots must be prepared and mailed; regular absentee ballots and the particular voting machine strips are set up and proofed before they are sent to the printer. Voting machine mechanics must be scheduled to prepare each of the voting machines. Absentee ballots must be issued upon request by a signed application. Additionally sample ballots must be prepared, printed, and mailed for public display. On Election Day, the Town Clerk prepares a list of all absentee ballots issued and delivers the list with the ballots for two counts (one at Noon and the other when the Polls close). The Town Clerk tallies the total votes cast and oversees the proper handling and closing of the voting machines and election returns. Final returns are sent to the secretary of State and media outlets.
Statutory Issues	<p>Chapter 92*, 7-16 through 7-35a, including, but not limited to:</p> <ul style="list-style-type: none"> 7-23, 42, 46, 48 Records And Copies. - Requires town clerks to keep the records of their towns, including all votes of the town, and to give true copies of the same upon request. All certified copies must be affixed with the town seal, for which no fee may be charged 7-29 Release or assignment of mortgage or lien. - Requires town clerks to make a notation on the first page where a mortgage or lien is recorded of where any release, partial release or assignment is recorded, the town clerk provides public access to an electronic indexing system as specified. 7-34a Fees. - Stipulates the fees that town clerks are to receive for the recording of certain documents, such as warranty deeds, quit claim deeds, mortgage deeds, etc.

Town Clerk

Statutory Issues	<ul style="list-style-type: none"> • 7-34a Fees. - Stipulates the fees that town clerks are to receive for the recording of certain documents, such as warranty deeds, quit claim deeds, mortgage deeds, etc. • 7-65 Removal, transit and burial permit. Sub-registrars. - Requires the registrar of vital statistics to issue a burial permit before anyone may be buried. The registrars must also appoint suitable persons, who are to be authorized to issue burial permits. The appointments are to be in writing and reported to the department of public health and addiction services. • 22-340 - Requires clerks to issue a dog license and tag to each person who has paid the appropriate license fee and provided a certificate of rabies vaccination, and to make provisions for issuance and renewal through the mail. • 30-53 and 30-6-A7 of the Regulations of Connecticut State Agencies requiring the filing of a permit
Executive Orders	<p>7B - Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7H1 - Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.</p> <ul style="list-style-type: none"> a. Any time deadlines contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are extended by an additional 90 days c. Any Covered Law requiring a municipality or agency to publish any notice or notices in a newspaper of general or substantial circulation is suspended and modified to allow a single notice to be published electronically on a municipality's or agency's website d. Any Covered Law requiring any notice to be filed in the office of any municipal clerk, including any town, city, borough, or district clerk, is suspended and modified to allow said notice to be posted electronically on a municipality's website, e. Any Covered Law requiring direct or personal notice by mail from a municipality, agency or applicant to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal is suspended and modified to allow said notice requirement to be satisfied by electronic mail notification, f. Any Covered Law prescribing the procedure for any petition, including petition of a decision, to an agency or legislative body, is suspended and modified to allow such petition to be signed electronically. <p>Executive Order 7I Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf</p>

Town Clerk

Executive Orders

7K-3 - Authorization of remote notarization: (Amended per Executive order 7Q) Modifies state laws and regulations to permit any notarial act that is required under Connecticut law to be performed using an electronic device or process that allows a notary public and a remotely located individual to communicate with each other under certain conditions, including recording and live presentation of identification.

- The person seeking the notarial act ("Signatory"), if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public or Commissioner for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
- The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Notwithstanding the foregoing, only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a-285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Sec. 3-94a. Notaries public.

Executive Order 7K Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7K.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. **Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.**

7L-6 - Enacts flexibility in availability and registration of vital records: The order authorizes the Commissioner of Public Health to conduct birth, death and marriage registration, in order to assist local registrars of vital statistics in carrying out their duties as may be required, and to issue any implementing orders she deems necessary. **Sec. 7-42. Duties**

S7L -7 - Suspends in-person purchase of copies of vital records at the Department of Public Health: The order suspends the requirement that the purchase of vital records at the Department of Public Health be available in person, and limits those requests to online or mail. - **Sec. 7-51. Access to and examination and issuance of certified copies of birth and fetal death records or certificates restricted. Access to and disclosure of confidential information restricted.**

7L-8 - Modifies the requirement that marriage licenses be obtained in the town where the marriage will be celebrated: As municipal offices around the state are closed or have selective hours due to the COVID-19 crisis, the order permits those seeking a marriage license to obtain it in a different municipality than where it will be celebrated. **Sec. 46b-24. (Formerly Sec. 46-5a). License. Period of validity. Penalty for solemnization without license. Validity of marriage ceremony.**

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

Town Clerk

Executive Orders

7W8 - Permit need not be recorded with town clerk: Suspends state statutes and regulations in all towns where the town clerk's office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk's office is reopened and staffed for routine business.

7Q-3 - Authorization of remote notarization:- Amended Procedures (see EO 7K) The order eliminates all existing legal requirements to have a signature on any document witnessed by a third party, except in the case of a last will and testament. With respect to last wills and testaments, documents may now be witnessed remotely under the supervision of an attorney. In addition to removing witness requirements, any document required to be filed on the land records must contain a one-page certification, completed by a notary or commissioner of the Superior Court, reciting to the fact that the underlying document was executed pursuant to the executive order. The order also requires all town and city clerks to accept those documents for recording. - **Sec. 3-94b. Appointment and qualifications of notary or Sec. section 51-85**

- The person seeking the notarial act, if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, as defined by subsection 10 of section 3-94a of the General Statutes, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution, provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a- 285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Any witnessing requirement for a Last Will and Testament may be satisfied remotely through the use of Communication Technology if it is completed under the supervision of a Commissioner. The supervising Commissioner shall certify that he or she supervised the remote witnessing of the Last Will and Testament
- All witness requirements on any document, other than a Last Will and Testament, requiring a notarial act are suspended for the duration of this Executive Order.
- **All Remotely Notarized documents pertaining to real property shall be accepted for recording on the land records by all Connecticut Town or City Clerks.** A one-page certification confirming the use of Remote Notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in Connecticut.

Executive Order 7Q Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.

Town Clerk

Executive Orders	<ul style="list-style-type: none"> • Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules <p>✓ Go to DECD’s website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p> <p>7W-8 - Permit need not be recorded with town clerk: Suspends state statutes and regulations in all towns where the town clerk’s office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk’s office is reopened and staffed for routine business. - <i>Sec 30-53 of the Connecticut General Statutes and Section 30-6-A7 of the Regulations of Connecticut State Agencies</i></p> <p>Executive Order 7W Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>7BB - 2 - Further postponement of presidential preference primary to August 11: To protect the health and safety of voters, poll workers, and the most vulnerable members of the population, the presidential primary is ordered rescheduled – for the second time – to August 11, 2020. This is the same date that state and local primaries had already been scheduled to be held. Originally, the primary had been scheduled to be held April 28, and then the governor rescheduled it to June 2 with Executive Order No. 7G. Today’s order supersedes that previously enacted order. - <i>Sec 9-464 - Chapter 154</i></p> <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7II-4 - Extension of the Start Date for Imposition of a Late Fee for Obtaining Dog Licenses from July 1, 2020 to August 1, 2020. <i>Sect 22-338(a)</i></p> <p>Executive Order 7II Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf</p>
Continuity Issues	<ul style="list-style-type: none"> • Staffing - Staffing levels may be interrupted or diminished as a result of the pandemic. While some work can be accomplished remotely or through the use of staggered shifts - productivity may be an issue. Additionally, in the event that the assessor is incapacitated - does the town have a back-up for this person. In many cases, especially small towns, there is only one part time person performing the Town Clerk’s function. • Executive Orders - Multiple adjustments have been made as a result of issued Executive Orders - However, the recording/filing and other related work must be accomplished at some point in time. This may create a back-log of work greater than current staffing can realize - even after the pandemic has ceased. This may result in the necessity for additional staff and resulting costs to the municipality. • In-Office Operations - Generally, departments are staffed at pre-COVID levels, town halls are closed to the public and records, too a limited extent, can be accessed remotely by Town staff. The town clerk has more of need to be in the office than most other town hall functions - making remote work options less of an option.

Town Clerk

Continuity issues	<ul style="list-style-type: none"> • Safety - Workplace safety is now the “new normal” and will - for the foreseeable future change the workplace. The assessor’s office in terms of proper distancing from fellow workers and the public (once town halls are re-opened) may need reconfiguration to comply and provide proper workforce protection. • Public Interactions - The Town Clerk’s Office is one of the most visited (in-person, electronically and by mail). The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff. • Records Access - Many records are not available online and require research to retrieve. This will necessitate some level of town hall staffing. • Work Cycle Impacts - The town clerk’s office addresses routine actions, reports and requests - the current disruption impacts the flow of this work that will grow in terms of back-log the longer the pandemic stays in place.
Best Practices	<p>Staffing</p> <ul style="list-style-type: none"> ✓ Towns may consider either an inter-municipal agreement or mutual aid agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.. ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▸ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. ✓ Cross-train existing staff to preform many of the routine office functions ✓ Utilization of retired qualified municipal staff per Executive order 7L-3. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. ✓ All inter-departmental data sharing conducted electronically <p>In-Office Operations</p> <ul style="list-style-type: none"> ✓ Departments can remain open during regular business hours for employees ONLY - public should not be allowed in town halls ✓ Require All staff to take online training (CIRMA or other) regarding blood-borne pathogens ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed. ✓ Office should be in regular communication with the town’s Emergency Management Director working and local health agency ✓ Staff should be expected to work remotely when not in office - Develop detailed lists of projects that can be accomplished while teleworking. ✓ Teleworking can include performing normal job duties and special projects. Towns not familiar with telework should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment.

Town Clerk

	<p>Services to the Public</p> <ul style="list-style-type: none">• Clerks should take requests via phone or email ONLY• Suggest that the Town Clerk can provide, within 10 days by US mail, the following:<ul style="list-style-type: none">✓ Birth Certificates✓ Death Certificates✓ Marriage Certificates✓ Dog License• A drop-box outside Town Hall for Street List/Census drop off and various town bills or requests. All papers should be sealed in an envelope and the envelope clearly marked for the Town Clerk with the name/phone number/email/ of the person leaving the papers.• All changes should be listed on the Clerk's web page
Resources	<ul style="list-style-type: none">• Connecticut Town Clerks Association - http://www.ctclerks.com• Connecticut General Statutes - Chapter 92 - Town Clerks - https://www.cga.ct.gov/current/pub/chap_092.htm• Office of Legislative Research - Town Clerks, 2011 - https://www.cga.ct.gov/2011/rpt/2011-R-0243.htm• Office of Legislative Research - Town Clerks: Duties, Responsibilities, And Fee Collection 2006, https://www.cga.ct.gov/2006/rpt/2006-R-0297.htm

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Best Practices Guidelines

Building Official	
Critical Functions	<p>This function is responsible for the enforcement of building codes that must be followed by property owners, contractors, and developers, when improvements are made to real property. The Chief Building Official (CBO) is usually in charge of this program, with a number of code inspectors (e.g., building, electrical, heating, and plumbing), as required. (Connecticut Town and City Management Association - Model Practices for Municipal Governments - 2007)</p> <p>Plans, organizes and directs a comprehensive building, advisory, inspection and enforcement program; administers and enforces the State Building Code, town building ordinances and regulations related to health, safety and fire codes.</p> <ul style="list-style-type: none"> • Receives and reviews proposed building and related construction plans • Participates in preliminary reviews and consultations with other town departments regarding major building projects • Confers with and interprets code provisions with architects, engineers, contractors and members of the public • Assists members of the public in amending plans to conform with building codes • Provides technical consultation to town boards and commissions and to various town departments and special building committees • Oversees and inspects all construction work in progress to ensure conformity with code and regulations • Issues certificates of use and occupancy • Receives and investigates complaints of code violations, takes corrective action as needed • Evaluates the results of various tests, such as soils and material tests to assure compliance with standards • Works closely with the town's engineer, Zoning Enforcement Officer, health officials and Fire Marshal in inspection and review duties • Prepares various reports for town, state and federal agencies
Statutory References	<ul style="list-style-type: none"> • Sec. 29-260 - Appointment and authority for the Building Official. • Sec. 29-252 - State Building Code • Sec. 29-263(a) - Building Permit Issuance
Executive Orders	<p>7H- 1 Defines “Essential Services” and includes:</p> <p>✓ Construction including:</p> <ul style="list-style-type: none"> ▶ all skilled trades such as electricians, HVAC, and plumbers ▶ general construction, both commercial and residential ▶ other related construction firms and professionals for essential infrastructure or for emergency repair and safety purposes ▶ planning, engineering, design, bridge inspection, and other construction support activities <p>✓ Services necessary to maintain the safety, sanitation and essential operations of all residences and other buildings (including services necessary to secure and maintain non-essential workplaces)</p> <ul style="list-style-type: none"> ▶ building code enforcement <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7I-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The deadlines for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims are extended without penalty. Additionally, the related penalty provisions set forth under are suspended.</p>

Best Practices Guidelines

Building Official

Executive Orders

Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 of the Regulations and Sections 10-26lb, 12-19a, and 12-20b, Sec 10-26lb, 12-19a, and 12-20b

7I-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation. The requirement under of the Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in **Executive Order 7B. Sections 12-110, 12-111, 12-117 and 12-170aa**

7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- b. If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be **extended for 90 days**.
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- j. Any Covered Law prescribing the procedure for commencement of an **appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency** is suspended and modified to permit **any such appeal to be commenced by regular mail or by electronic mail**

Land Use Clarification for Section 19:

- a. Land use applications and proceedings that are constrained by statutory deadlines will have those deadlines extended by up to an aggregate period of ninety (90) days in addition to any other statutory or regulatory extension provisions.

Best Practices Guidelines

Building Official

- b. Demolition delay timelines are extended by ninety (90) days
- c. Statutory or regulatory provisions requiring filings or publications of notices and other information are generally suspended to allow such filings or publications to be made on the municipality's website rather than in the town clerk's office or in a newspaper
- d. Statutory or regulatory provisions requiring posting of physical signs are suspended (with one exception noted below)
- e. Statutory or regulatory provisions requiring personal notice by mail to individuals, other boards or commissions, other towns, regional planning organizations or other entities or persons may be made by electronic mail where possible. If electronic mail addresses are unknown for any such recipients, the party obligated to give the notice may (i) post a sign on the property indicating that an application is pending and giving relevant details or (ii) mail required notices to those individuals or entities at the address provided to them by the municipality.
- f. Statutory or regulatory provisions requiring the filing of any petition, including a petition for an appeal to a legislative body or agency, may be satisfied by electronic filings of and electronic signatures on such petitions
- g. Commencement of an appeal of a municipal decision to Superior Court which requires service on the town clerk or other town official or entity may be satisfied by service by electronic mail by the proper officer. The time period for filing an appeal has not been changed.
- h. The appeal of a decision of a zoning enforcement officer or an inland wetlands agent may be made by electronic mail rather than regular mail. The time period for filing such appeals has not been changed.
- i. The suspensions and modifications contained in Section 19 of Executive Order 71 would require the filing or delivery of the applicable confirmations, notices, appeals or other actions to be made within a reasonable time after the applicable office opens for public activity.

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-3 - Authority to Extend Statutory and Regulatory Administrative Deadlines by 90 Days.

- **Building Code Modifications – Sec. 29-254.**
 - ✓ Submission of modification applications by local building officials to OSBI – may be delayed up to 90 days from the date of receipt.
- **Building Officials Continuing Education - Sec. 29-262. L**
 - ✓ Continuing education cycles ending during this time period – end date is extended 90 days from the original end date.
- **Building Permits - Sec. 29-263. Permit to construct or alter. Education fee.**
 - ✓ Building Official action on permit applications – may be extended up to 90 days from the date of application.
 - ✓ Submission of education fees by municipalities to DAS/OEDM for the quarter ending March 31, 2020 – may be delayed up to 90 days.

Best Practices Guidelines

Building Official	
Executive Orders	<ul style="list-style-type: none"> • Accessibility Waivers - Sec. 29-269. Standards for construction of buildings to accommodate persons with physical disabilities <ul style="list-style-type: none"> ✓ State Building Inspector decisions on accessibility waiver applications – may be delayed up to 90 days from date of receipt of the application. <p>Executive Order 7M Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf</p> <p>7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p> <ul style="list-style-type: none"> • Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately. • Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules <p>✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p> <p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p>
Continuity Issues	<ul style="list-style-type: none"> • Safety - Workplace safety is now the "new normal" and will - for the foreseeable future change the workplace. The Building Official operates in both the field and the office. When in the office, proper distancing from fellow workers and the public (once town halls are re-opened) must be adhered to - this may result in the need to reconfigure the office to comply with and provide proper workforce protection. • Staffing - Many municipalities, especially small towns, utilize part-time building officials. Often these persons have relationships with one or more other towns and there may or may not be an inter-local agreement to share these persons. The pandemic has the possibility of disrupting the pool of qualified inspectors - causing delays to an already stressed system. <ul style="list-style-type: none"> ✓ Inter-local agreements (7-339a to 7-339l, inclusive) .require endorsement of the town's legislative body • Public Interactions - Some things can be done remotely and others may require in person meetings. The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff.

Best Practices Guidelines

Building Official	
Continuity Issues	<ul style="list-style-type: none"> • Routine Functions <ul style="list-style-type: none"> ✓ Permit Applications and Process ✓ Inspections ✓ Process
Best Practices	<p>Staffing</p> <ul style="list-style-type: none"> • Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act. • Regional councils of government should be assembling rosters of qualified inspectors who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns <ul style="list-style-type: none"> ✓ Avoids need for inter-town agreements ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements • Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▶ Avoids need for inter-town agreements ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. <p>Safety</p> <ul style="list-style-type: none"> • Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems • Building Office can remain open during regular business hours for employees ONLY - public should not be allowed in town halls <ul style="list-style-type: none"> ✓ Sick employees to stay home. Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home. ✓ Distribute summaries of health insurance processes and procedures to employees. ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language. ✓ Each employee shall be required, in accordance with Executive order 7BB-1, to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

Best Practices Guidelines

Building Official	
Best Practices	<ul style="list-style-type: none"> ✓ Ensure that the town hall office where the building official is located has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet. Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible. ✓ Wherever possible, segment the workspace into discrete zones. Prohibit employees from entering into zones where they are not required to be to perform their jobs ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. <ul style="list-style-type: none"> • In the field, in addition to normal safety gear, inspectors should adhere to all applicable CDC recommended protections. <p>Applications</p> <ul style="list-style-type: none"> • Online submission of drawings, license information and applications via permit portal or email from town website • If paper is the only method, mail-in applications only • Payments received via online portal or mail-in checks <p>Process Consolidation</p> <ul style="list-style-type: none"> • Grant permits conditionally subject to post-construction inspection • Provided to PE-stamped applications and drawings certifying compliance with relevant codes • Provided to pre-qualified contractors with demonstrated track record or industry certification (subject to building official's discretion) • Inspections still occur post-construction, but installation process is not delayed due to periodic inspections, and contractor bears risk <p>Inspections</p> <ul style="list-style-type: none"> • If exterior only, conduct as normal with proper distancing • If interior - utilize virtual inspections - Virtual inspections are conducted between a customer and Town/City inspector by using a video call on a smart phone or tablet. Generally: <ul style="list-style-type: none"> ✓ Inspection complexity will be determined by the inspector. ✓ For inspections deemed too complex for virtual completion, the Town/City may accept, at the municipalities's discretion, third-party inspections. ✓ Customers must have a smartphone or tablet connected to WiFi or 4G wireless service with Google Duo (all devices), FaceTime (Apple OS devices), or Microsoft Teams (all devices) to host the video call. ✓ Third party engineers or third party agencies must obtain approval prior to conducting a virtual inspection. Town should have procedures for such approval. ✓ The inspector will determine if additional fee(s) for re-inspection is required. • Many municipalities have e-permitting/inspection systems. Communities without such should consider such program (For example: Municipity 5, CentralSquare, form.com, ProntoForms, Permit-LV, Accela Building Civic Application or AuditUtopia) as a means to expedite the process and protect inspectors.
Resources	<ul style="list-style-type: none"> • Office of the State Building Inspector - https://portal.ct.gov/DAS/Office-of-State-Building-Inspector/Office-of-State-Building-Inspector • Connecticut Building Officials Association (CBOA) - http://www.ctbuildingofficial.org • Certified Commercial Property Inspectors Association (CCPIA) - https://ccpia.org

Best Practices Guidelines

Building Official

Resources

- **COVID-19: A Guide For Commercial Property Inspectors** - <https://ccpia.org/covid-19-a-guide-for-commercial-property-inspectors/#standards-specific-to-commercial>
- **Virtual site visits help control infection on project sites** <https://www.bdcnetwork.com/virtual-site-visits-help-control-infection-project-sites>
- **Town Of West Hartford Video Inspection Guide:** <https://www.westhartfordct.gov/civicax/filebank/blobdload.aspx?BlobID=41458>

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Best Practices Guidelines

Parks and Recreation

Critical Functions

According to the Connecticut Recreation and Parks Association: (<http://crpa.com>)

“Parks and recreation are resources and services provided for the purposes of leisure, entertainment, and recreational pursuits. Resources may be public spaces and facilities like parks, nature preserves, open space areas, greenways, trails, and built structures for sport, recreation, or arts programs. Examples of services include recreation activity programs, athletic leagues, special events, arts programs, and environmental education programs.”

The National Recreation and Parks Association (nrpa.org) the parks and recreation programs “foster change through collaborative programs and policies that reach a vast population to:

- ✓ Help reduce obesity and incidence of chronic disease by providing opportunities to increase rigorous physical activity in a variety of forms;
- ✓ Provide a connection to nature which studies demonstrate relieves stress levels, tightens interpersonal relationships, and improves mental health;
- ✓ Aid in reducing hunger in America and increasing access to nutritious food options; and
- ✓ Foster overall wellness and healthful habits, such as becoming tobacco-free and engaging in enrichment opportunities that add balance to life.
- ✓ Parks, beaches and trails revealed themselves as the essential civic infrastructure
- Free Summer Meals for Kids - An End Hunger Connecticut Program
- Summer Reading
- Summer Camp Program
- Sports, Fitness, Performing Arts, IT, Music and more
- Senior Programs
- Youth Employment and Seasonal Employment
- Community Events

Statutory Notes

- **Municipalities: General Provisions** - Chapter 97 - Sec. 7-148. Scope Of Municipal Powers.
 - ✓ (4) **Public services.** (C) Provide for entertainment, amusements, concerts, celebrations and cultural activities, including the direct or indirect purchase, ownership and operation of the assets of one or more sports franchises;
- Sec. 7-127d. Neighborhood youth center grant program.
- Sec. 10-203a. **Guidelines re physical health needs of students.**
- Sec. 10-14u. **Intensive reading instruction program for students in kindergarten to grade three. Intensive reading intervention strategy. Supplemental reading instruction. Reading remediation plan.** Intensive summer school reading instruction program.
- Sec. 10-215h. **Child nutrition outreach program.**
- **Sec. 10-226h. Programs and methods to reduce racial, ethnic and economic isolation.**
- **Sec. 10-265f. Early reading success grant program.**
- Sec. 22a-40. **Permitted operations and uses.** (a) The following operations and uses shall be permitted in wetlands and watercourses, as of right: (2) Outdoor recreation including play and sporting areas, golf courses, field trials, nature study, hiking, horseback riding, swimming, skin diving, camping, boating, water skiing, trapping, hunting, fishing and shellfishing where otherwise legally permitted and regulated
- Sec. 23-8. **Open spaces for recreation.**
- Sec. 23-10b. **Outdoor recreation-related services.**
- Sec. 31-23. **Employment of minors prohibited in certain occupations. Exceptions.** (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner.

Best Practices Guidelines

Parks and Recreation

Executive Orders

7- 1, modified by EO 7D and further modified by EO 7N -Restricts all social and recreational gatherings to no more than five people: The order modifies the governor's earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings.

Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

7H-1 - Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. **Sec. 7-438(b).** *Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7Q-1 - Requirement of limited group sizes in childcare: The order requires all childcare facilities to limit group sizes to no more than 10 children in one space. Any facility caring for more than 30 children must obtain approval from the Office of Early Childhood and demonstrate sufficient separation of groups within the facility. This applies to all childcare facilities, including those that are exempt from licensing requirements. - **Sec. 19a-79. (Formerly Sec. 19-43d). Regulations.** *Exemptions. Waivers*

7Q-2 - Enhancement of health procedures for all operating childcare programs: The order requires all children and childcare staff to be checked at the entrance of childcare facilities for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. All staff must adhere to increased hand washing and health practices. Enhanced cleaning and disinfection practices shall be implemented. This applies to all childcare facilities, including those that are exempt from licensing requirements. - **Sec. 19a-79. (Formerly Sec. 19-43d). Regulations.** *Exemptions. Waivers.*

Executive Order 7Q Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf>

7R-4 - Restrictions on entrance to state parks, forests, and other lands: In light of significant visitors to certain state parks in recent days, the order gives the commissioner of Energy and Environmental Protection the authorization to ban visitors from entering state parks and other lands under the agency's control after the property has reached a capacity adequate to supporting implementation of social distancing policies to limit the spread of COVID-19.

Executive Order 7R Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf>

7T-4 - Flexibility to maintain adequate child care infrastructure: Provides the commissioner of Early Childhood with the authority to implement a financial package to compensate emergency child care and stabilize the child care field to support providers through the emergency response. - **Sec. 10-16n through 10-16u, 10-266p, 10-266q, 10-262u, 10- 505, 10-506, 10-509, 17b-749, 17b-749a, 17b-749c, 17b-749i, and 17b-749j; and Sections 17b-749-0l through 17b-749-23 of the**

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Regulations of Connecticut State Agencies, and any associated regulations, rules, and policies regarding child care funding

Executive Order 7T Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7T.pdf>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules
- ✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

7X-3 - Extension of closures, distancing, and safety measures through May 20, 2020: Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.

Executive Order 7X Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf>

7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

Continuity issues

- **Gathering of People** - Temporary suspension of large public gatherings including concerts and sports events, cancellation of recreational programs and activities such as youth league sports, and temporary closings of community centers, fitness rooms and gyms. In addition, other activities such as after-school programs, evening teen programs, drop-in hours at community centers, and senior activities may be suspended.
- **Summer Camps** - The ability to open and access to school facilities (buildings) if schools are canceled through Fall is a primary concern that BOE or Superintendent may withhold access to buildings which usually house these municipal summer camps.
- **Childcare** - Recreation departments/programs are one of the leading providers of affordable childcare across the state. The closure or limitation on summer camp and related programs would result in a major impact to our residents who depend on this essential service. This will be further exacerbated as the economy opens and persons currently

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unemployed, furloughed or working from home move back to the workplace - needing quality childcare - especially while school is out.

- **Breakfast and Lunch Programs** - Coupled with childcare services, recreation departments are a leading provider of breakfast and lunch programs during the summer months, especially in distressed municipalities.
- **Employment** - Municipal park and recreation departments are one of the largest employers of seasonal summer workers in the state - adding significantly to the economic stability of Connecticut. They employ high school, college, and school personnel – both teachers and paraprofessionals. If camps are not allowed to open and if access to these municipal facilities is not allowed, full time recreation professionals who oversee these camps will be in jeopardy of losing their jobs or being furloughed, furthering the negative economic impact to the state. Allowing municipal parks and recreation departments to continue to open camps and use school facilities, as they always have, will have an economic benefit to the state as well.
- **Safety** -
 - ✓ Ability to maintain current year-round full-time staffing levels with little income to special revenue accounts
 - ✓ If summer camps are not able to move forward seasonal employees will not be hired leaving, high school, college, and school personnel (many are employed by our departments over summer) with loss of income
 - ✓ Safely reopening community centers and other recreation facilities (i.e. hockey rinks, aquatic facilities, etc.)
 - ✓ Impact on opening outdoor pools, lakefront, and beach areas
 - ✓ Ability to maintain park & schools grounds due to reduction of maintenance staff

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Staffing

- Towns may consider either an inter-municipal agreement or mutual aid agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act..
- Regional councils of government should be assembling rosters of qualified personnel who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns
 - ✓ Avoids need for inter-town agreements
 - ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
 - ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
- Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis.
 - ✓ Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff.
 - ✓ Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements.

Staff Safety

- **Keep your park staff informed about COVID-19 and preventive actions.** When there is ongoing transmission of COVID-19 in the community where the park is located, consider implementing the following strategies: (CDC)
 - ✓ Provide staff with up-to-date information about COVID-19 and park policies on a regular basis.
 - ✓ **Remember** - Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.
 - ✓ Communicate to park staff the importance of practicing healthy hygiene habits such as washing hands often, covering coughs and sneezes, and social distancing to prevent the spread of COVID-19.

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- ✓ If staff develop a fever, cough, or shortness of breath while at work, have them immediately put on a face mask (if available), isolate them, and have them return home from the park as soon as possible, and ask them to follow CDC-recommended steps for persons who are ill with COVID-19 symptoms.
- ✓ If a staff member has a confirmed COVID-19 infection, inform other staff about their possible exposure to the virus, while maintaining confidentiality as required by the Americans with Disabilities Act; see Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers.

Recreation Capacity

Calculate, with the assistance your regional COG or the University of Connecticut Cooperative Extension System the carrying capacity for all recreational venues, evaluate risks and put in place the appropriate limits to ensure safety of visitors and workers.

Park and Beach Re-Opening (*Adapted from Cannon Beach Oregon*)

- Prior to reopening after extended closure, ensure all parks and facilities are ready to operate and that all equipment is in good condition after the extended closure, according to any applicable maintenance and operations manuals and standard operating procedures.
- Come prepared. Visitors may find reduced or limited restroom services as staff begin the process to reopen facilities at wildlife areas and water-access sites. You are advised to bring your own soap, water, hand sanitizer and toilet paper, as well as a mask or bandana to cover your nose and mouth. (*Washington State*)
- Prohibit parties from congregating in parking lots for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
- Reinforce the importance of maintaining at least six (6) feet of physical distance between parties (a group of 10 or fewer people) that arrived at the site together) on hiking trails, beaches and boat ramps through signage and education.
- Keep day-use areas that are prone to attracting crowds (including but not limited to playgrounds, picnic shelters, water parks and pools) and overnight use areas closed.
- Thoroughly clean restroom facilities at least twice daily and assure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in both public and non-public areas of parks and facilities.
- Post clear signage listing COVID-19 symptoms, asking employees and visitors with symptoms to stay home and who to contact if they need assistance.
- Keep any common areas such as picnic areas, day-use shelters, and buildings open to the public arranged so there is at least six (6) feet of physical distance between parties (chairs, benches, tables). Post clear signage to reinforce physical distancing requirements between visitors of different parties.
To the extent possible, outdoor recreation agencies should:
- Consider closing alternating parking spots to facilitate at least six (6) feet of physical distance between parties.
- Consider opening loop trails in a one-way direction to minimize close contact between hikers. Designate one-way walking routes to attractions if feasible.
- Require, in accordance with Executive Order 7BB-1 that all employees and visitors to wear cloth face coverings.
- Encourage the public to visit parks and recreation areas close to home, avoid overnight trips and not travel outside their immediate area (beyond 50 miles from home) for recreation. Visitors should bring their own food and hygiene supplies, as well as take their trash with them when they leave.
- Encourage the public to recreate with their own household members rather than with those in their extended social circles.
- Encourage the public to recreate safely and avoid traveling to or recreating in areas where it is difficult to maintain at least six feet from others not in their party.

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- Position staff to monitor physical distancing requirements, ensure groups are no larger than 10 people, and provide education and encouragement to visitors to support adherence.
- Provide hand washing stations or hand sanitizer in common areas such as picnic areas, day-use shelters, and buildings open to the public.
- Consider placing clear plastic or glass barriers in front of cashiers or visitor center counters, or in other places where maintaining six (6) feet of physical distance between employees and visitors is more difficult.
- Pack out what you pack in. Take any garbage with you, including disposable gloves and masks. *(Washington State)*
- Be kind and respectful to our rangers, park aides and other field staff. *(Washington State)*

Guidelines For Golfers And Courses *(Source: Mass Golf <https://www.massgolf.org/about/>)*

- Security personnel can be delineated by each club (ex. A pro and the head starter) and will be present to enforce social distancing. There can be no other employees working at the recreational component of the golf operation.
- All staff must wear face coverings while on property.
- Course facilities including but not limited to the clubhouse, golf shop, restaurant, bag room and locker room must remain closed.
- No caddies allowed.
- No golf carts allowed.
- Push carts may be used. Players must either carry their own bag or use a push cart.
- All golfers must maintain proper social distancing of at least 6 feet at all times.
- Groups of players are restricted to no more than 4 players at one time.
- Members-only clubs can allow guests as determined by the security personnel on the golf course.
- Private clubs that allow non-members to make reservations can do so at their discretion.
- Maintenance personnel are permitted to work on the golf course.
- Tee Time Policy must be 15 minutes between groups.
- Golfers must stay in their car until 15 minutes before their tee time and must return to their car immediately following play.
- Online and remote payment options must be utilized.
- All golfers must use their own golf clubs. Sharing golf clubs or rental golf clubs is not allowed.
- Flagsticks should remain in the hole. Hole liners must be raised so picking a ball out of the hole doesn't occur.
- Bunker rakes must be removed, and ball washers must be removed or covered.
- Practice putting green, driving range, and chipping areas must be closed.
- Facilities must have readily accessible hand sanitizer.

Public Pools

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups - adhere to Executive Orders
- Locker room and shower facilities shall remain closed. Restrooms shall be cleaned and disinfected regularly throughout the day. Soap and water or hand sanitizer and/or disinfectant wipes shall be provided in each restroom.
- Pool deck seating or lounging shall be restricted to ensure social distancing in accordance with CDC Guidelines.
- One or more facility staff or management must be present at each facility location to monitor and ensure compliance with the restrictions within this order.

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Boating *(adapted from Pam Beach County Florida Guidance)*

Capacities are based on the size of the boat:

- ✓ 25-foot or less: maximum 6 persons (4 adult passengers plus 2 children 17 & under)
- ✓ 26- to 36-foot: maximum 8 persons (6 adult passengers plus 2 children 17 & under)
- ✓ 37- to 60-foot: maximum 10 persons (8 adult passengers plus 2 children 17 & under)
- ✓ 60-foot and larger: maximum 10 passengers plus crew
- ✓ 60-foot and larger: maximum 10 passengers plus crew
- ✓ Beaching, landings, anchoring or mooring of vessels on sandbars, islands, and open shorelines will be prohibited.
- ✓ Fish cleaning/bait stations limited to one person at a time
- ✓ Single riders only on rented personal watercraft
- ✓ Recreational charter boats, drift fishing and dive boats, marinas, boat docks, boat ramps, and other launching venues will be allowed to operate in adherence to CDC and specific county guidelines

Campgrounds *(adapted from State of New Hampshire)*

- Employee Protection:
 - ✓ Campground employers must implement employee education and training around safe practices as it relates to hygiene, sanitation and illness policies put forth by CDC and in accordance with Executive Order 7V-1.
 - ✓ Campground staff must be issued all appropriate PPEs in accordance with CDC and CTDPH guidelines
 - ✓ There must be a limit of one person per truck/ATV/UTV. Vehicles must be disinfected after use.
- Camper Safety
 - ✓ Campgrounds may only be open to members or residents of Connecticut.
 - ✓ Facilities:
 - ▶ Tent sites and RV's may be made available.
 - ▶ Cabins, yurts, trailers, lean-to's and tent platforms may be made available based on each campground owner's discretion and ability to clean and disinfect.
 - ▶ iAll indoor public gathering areas must be closed.
 - ▶ Outdoor public gathering areas must remain closed
 - ▶ Swimming pools must remain closed
 - ▶ Playgrounds must remain closed
 - ▶ Laundry rooms must remain closed
 - ▶ viii. RV's with and using full hookups are permitted without restriction
 - ▶ except through site number limitations.
 - ✓ Restrooms
 - ▶ Restrooms must be frequently cleaned and disinfected, especially high-touch surfaces. Where feasible, restrooms may be converted to family style single use facilities where one campsite group may enter at a time.
 - ▶ Restrooms must be supplemented by a limited number of portable toilets at or near the restroom; there must be one portable per 8-10 people
 - ▶ Dishwashing stations may be open but only under social distancing, signage and disinfection protocols.
 - ▶ All facilities must be cleaned and disinfected in a manner and frequency prescribed by the CDC. Campsites must be thoroughly cleaned after each party.
 - ▶ All ancillary campground activities are prohibited.
 - ✓ Campsite Availability:
 - ▶ The number of campsites must be limited based upon the capacity of above as family style single-use facilities
 - ▶ Group campsites must remain closed. Campsites must be limited to 6-8 occupants depending upon campground and campsite configuration.
 - ▶ Camping must be limited to 50 percent of the campsites in a campground, or to every other site
 - ▶ No visitors may be allowed at a campsite.

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- Business Process Adaptations:
 - ✓ All reservations must be made online or by telephone in advance. Walk in sites may not be made available. COVID-19 messaging must be provided at time of reservation: Persons taking reservations must advise that if anyone in a party is feeling sick or may have been exposed to the virus, they are to stay home.
 - ✓ Check in:
 - Administration offices must remain closed.
 - The individual checking in must be asked if anyone in his or her party is sick or not feeling well based on the CDC screening guidance - If so, the campground must refuse service to the entire party and provide a refund in accordance with campground policies.
 - When checking campers in, campgrounds must minimize contact as much as possible. If possible, perform the check-in outside by the camper's vehicle, have the campers pay in advance, pay by credit card, use gloves, and keep social distancing protocols.
 - When checking campers in, campgrounds must provide information to all campers on the need for social distancing, frequent hand hygiene/washing, cloth face covering use when in public places, and
 - of limited activities and facilities.
 - Check in may be conducted using one of the following options in the below order of preference:
 - Campers will self-check-in the via an on line application app at the campground; app will not allow check-in unless they are at the campground and have location services turned on. One router will be available for access outside the campground office to provide a WIFI connection.
 - Curbside check in with credit card, sneeze guards, and staff wearing a face mask.
 - Staff will drive through campground to verify that the campers are on site; staff will enter in the system at the office
 - Retail stores at campgrounds must follow CDC Guidance and Executive Orders for Retail Establishments.
 - Boat, bicycle and other equipment rentals may not be made available.

Resources

- Centers for Disease Control, Guidance for Administrators in Parks and Recreational Facilities - <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html>
- Connecticut Parks and Recreation Association - <http://crpa.com/resources/what-is-parks-and-recreation>
- DEEP Commissioner Katie Dykes Demonstrates Social Distancing Outdoors - <https://portal.ct.gov/DEEP/News-Releases/News-Releases---2020/DEEP-Commissioner-Katie-Dykes-Demonstrates-Social-Distancing-Outdoors>
- Connecticut Forest & Park Association (CFPA) - Blue-Blazed Hiking Trails Interactive Map - <https://www.ctwoodlands.org/blue-blazed-hiking-trails/blue-blazed-hiking-trails-interactive-map>
- DEEP Announces Precautionary Closures of Some Public Spaces - <https://portal.ct.gov/DEEP/News-Releases/News-Releases---2020/DEEP-Announces-Precautionary-Closures-of-Some-Public-Spaces>
- National Recreation and Parks Association - <http://www.nrpa.org/>
- National Recreation and Parks Association <https://www.nrpa.org/blog/a-park-planners-perspective-on-the-covid-19-pandemic/>
- Coronavirus Disease 2019 (COVID-19) - <https://portal.ct.gov/Coronavirus>
- City of New York - <https://ny.curbed.com/2020/3/23/21189966/coronavirus-new-york-streets-social-distancing-covid-19>
- National Recreation and Parks Association <https://www.nrpa.org/blog/coronavirus-what-impact-will-covid-19-have-on-parks-and-recreation/>
- USGA COVID-19 Resource Center - <https://www.usga.org/content/usga/home-page/course-care/covid-19-resource-center.html>

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Resources

- **Back2Golf: Guidelines For Opening Up The Golf Course During COVID-19** - https://www.usga.org/content/dam/usga/images/course-care/covid-19-resource-center/articles/05/01/covid-19_reopen-courses_finalr.pdf
- **Measuring the Use of Public Neighborhood Parks** - <https://www.nrpa.org/parks-recreation-magazine/2018/march/measuring-the-use-of-public-neighborhood-parks/>
- **How Much is Too Much? Carrying Capacity of National Parks and Protected Areas** - <http://npshistory.com/publications/social-science/how-much.pdf>
- **Carrying-Capacity Of Recreational Settings** - <https://static1.squarespace.com/static/5a7cbaf06957dadd5e634bfa/t/5c2a96bccd836676a1afdc55/1546294973041/166.pdf>
- **State Parks to Reduce Visitor Capacity During COVID-19 Pandemic** - <https://portal.ct.gov/DEEP/News-Releases/News-Releases---2020/State-Parks-to-Reduce-Visitor-Capacity-During-COVID-19-Pandemic>
- **Connecticut State Parks and Forests COVID-19 Updates** - <https://portal.ct.gov/DEEP/State-Parks/COVID-19-Updates-CT-State-Parks-and-Forests>
- **Coronavirus: What You Can Do To Protect Yourself, Your Employees And Campers** - <https://www.arvc.org/Blog/1084/Coronavirus-What-You-Can-Do-to-Protect-Yourself,-Your-Employees-and-Campers>
- **Camping Amidst COVID-19** - <https://www.bu.edu/bhr/2020/03/31/camping-amidst-covid-19/>
- **COVID-19 Campground Reopening Guidance** - <https://www.governor.nh.gov/news-media/stay-at-home/documents/20200105-campgrounds.pdf>
- **American Camp Association - COVID-19 – Resource Center for Camps** - https://www.acacamps.org/resource-library/coronavirus-information-camps?utm_source=homepage&utm_term=callout&utm_content=may&utm_campaign=coronavirus

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

Best Practices Guidelines

Public Works	
Critical Functions	<p>"The APWA [American Public Works Association] has identified 145 different functions that are related to public works. They can be classified into 8 broad categories:</p> <ol style="list-style-type: none"> 1. Transportation - This includes streets, bridges, sidewalks, bike paths, airports, seaports, traffic control and storm water management. Public works is responsible for the design, construction and maintenance of these facilities. 2. Sanitation - Traditionally cities collect solid waste within the corporate limits and counties dispose of solid waste. However, some cities do operate solid waste landfills, compost facilities and incinerators. Increasingly, cities are becoming involved in recycling operations. 3. Utilities - This includes water, wastewater, gas and electric. It may also include storm water and flood control. Utility operations may be a function of public works or utilities may be handled by other city departments or other governmental entities. 4. Buildings and Grounds - This includes the design, construction, maintenance and management of public buildings and facilities including urban forestry. 5. Municipal Engineering - This includes civil and environmental engineering functions such as new facilities design, technical studies, construction inspection and surveying. The size of your city's public works department, as well as the expertise of personnel, will determine how many of these functions it performs. Larger departments tend to perform some of their own engineering services; small departments will contract these services. Major and complex projects are almost always contracted. 6. Fleet Management - This function involves the procurement and maintenance of city owned equipment and vehicles. Some public works departments only manage their own equipment; some provide this service for all city departments. Many contract maintenance services. 7. Management and Administration - This includes operations management and supervision, financial management and reporting, public relations, procurement of professional services, requesting and evaluating proposals, awarding bids and contract management 8. Other - Various other functions such as parks maintenance, cemetery operation, airport services, dead animal pickup, etc. may be included under public works." <p>Organizational Structure of Municipal Public Works Departments, Municipal Technical Advisory Service (MTAS, University of Tennessee - https://www.mtas.tennessee.edu/knowledgebase/organizational-structure-municipal-public-works-departments</p>
Statutory Notes	<ul style="list-style-type: none"> • Solid Waste Management - Chapter 446d • Municipal Sewerage Systems - Chapter 103 • Municipal Waterworks Systems - Chapter 102 • Municipalities: General Provisions - Chapter 97 - Sec. 7-148. Scope Of Municipal Powers. <p>✓ (4) Public services. (C) Provide for entertainment, amusements, concerts, celebrations and cultural activities, including the direct or indirect purchase, ownership and operation of the assets of one or more sports franchises; (F) Provide for lighting the streets, highways and other public places of the municipality and for the care and preservation of public lamps, lamp posts and fixtures; (G) Provide for the furnishing of water, by contract or otherwise; (H) Provide for or regulate the collection and disposal of garbage, trash, rubbish, waste material and ashes by contract or otherwise, including prohibiting the throwing or placing of such materials on the highways;</p> <p>✓ (6) Public works, sewers, highways. (A) Public facilities. (i) Establish, lay out, construct, reconstruct, alter, maintain, repair, control and operate cemeteries, public burial grounds, hospitals, clinics, institutions for children and aged, infirm and chronically ill persons, bus terminals and airports and their accessories, docks, wharves, school houses, libraries, parks, playgrounds, playfields, fieldhouses, baths, bathhouses, swimming pools, gymnasiums, comfort stations, recreation places, public beaches, beach facilities, public gardens, markets, garbage and refuse disposal facilities, parking lots and other off-street parking facilities, and any and all buildings or facilities necessary or convenient for carrying on the government</p>

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Statutory Notes	<p>of the municipality;</p> <ul style="list-style-type: none"> ▶ (ii) Create, provide for, construct, regulate and maintain all things in the nature of public works and improvements; ▶ (iii) Enter into or upon any land for the purpose of making necessary surveys or mapping in connection with any public improvement, and take by eminent domain any lands, rights, easements, privileges, franchises or structures which are necessary for the purpose of establishing, constructing or maintaining any public work, or for any municipal purpose, in the manner prescribed by the general statutes; ▶ (iv) Regulate and protect from injury or defacement all public buildings, public monuments, trees and ornaments in public places and other public property in the municipality; ▶ (v) Provide for the planting, rearing and preserving of shade and ornamental trees on the streets and public grounds; ▶ (vi) Provide for improvement of waterfronts by a board, commission or otherwise; <p>✓ (B) Sewers, drainage and public utilities. (i) Lay out, construct, reconstruct, repair, maintain, operate, alter, extend and discontinue sewer and drainage systems and sewage disposal plants;</p> <ul style="list-style-type: none"> ▶ (ii) Enter into or upon any land for the purpose of correcting the flow of surface water through watercourses which prevent, or may tend to prevent, the free discharge of municipal highway surface water through said courses; ▶ (iii) Regulate the laying, location and maintenance of gas pipes, water pipes, drains, sewers, poles, wires, conduits and other structures in the streets and public places of the municipality; ▶ (iv) Prohibit and regulate the discharge of drains from roofs of buildings over or upon the sidewalks, streets or other public places of the municipality or into sanitary sewers; ▶ (v) Enter into energy-savings performance contracts; <p>✓ (C) Highways and sidewalks. (i) Lay out, construct, reconstruct, alter, maintain, repair, control, operate, and assign numbers to streets, alleys, highways, boulevards, bridges, underpasses, sidewalks, curbs, gutters, public walks and parkways;</p> <ul style="list-style-type: none"> ▶ (ii) Keep open and safe for public use and travel and free from encroachment or obstruction the streets, sidewalks and public places in the municipality; ▶ (iii) Control the excavation of highways and streets; ▶ (iv) Regulate and prohibit the excavation, altering or opening of sidewalks, public places and grounds for public and private purposes and the location of any work or things thereon, whether temporary or permanent, upon or under the surface thereof; ▶ (v) Require owners or occupants of land adjacent to any sidewalk or public work to remove snow, ice, sleet, debris or any other obstruction therefrom, provide penalties upon their failure to do so, and cause such snow, ice, sleet, debris or other obstruction to be removed and make the cost of such removal a lien on such property;
Executive Orders	<p>7H - Essential Businesses - The EO identifies 16 Critical Infrastructure Sectors, as defined by the federal Department of Homeland Security - including: the general heading of “essential government services” The EO further identifies as essential: Infrastructure (water and wastewater operations, transportation, and utilities, trash and recycling collection, Construction, Professionals for essential infrastructure or for emergency repair and safety purposes - including planning, engineering, design, bridge inspection, and other construction support activities</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7L- 3. Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.</p> <p>Executive Order 7L Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf</p>

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<p>Executive Orders</p>	<p>7R4. Restrictions on entrance to state parks, forests, and other lands: In light of significant visitors to certain state parks in recent days, the order gives the commissioner of Energy and Environmental Protection the authorization to ban visitors from entering state parks and other lands under the agency's control after the property has reached a capacity adequate to supporting implementation of social distancing policies to limit the spread of COVID-19.</p> <p>Executive Order 7R Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf</p> <p>7V 1. Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p> <ul style="list-style-type: none"> Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers <p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p> <p>7BB - 1. Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable: Effective at 8:00 p.m. on April 20, 2020, any person in a public place in Connecticut who is unable to or does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service or means of mass public transit, or while within any semi-enclosed transit stop or waiting area. The commissioner of the Department of Economic and Community Development will be required to update the previously issued Safe Workplace rules and Safe Store rules. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, anyone under the age of 2 years, or by an older child if the parent, guardian or person responsible for the child is unable to place the mask safely on the child's face. If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.</p> <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p>
<p>Continuity Issues</p>	<p>Staffing - It is unknown who (what skill set) may be impacted directly or indirectly by the pandemic. This may result in shortages not only in total staffing but specificities expertise to address routine as well as special circumstance situations.</p> <p>Safety - As essential employees, public works personnel are in a more precarious place than most. Some administrative and management staff may work remotely - but front line workers are at increased risk.</p> <p>✓ Safety Supplies - PPEs are still difficult to secure.</p> <p>Supplies - Many of the vendors that public works depend on have faced their own distribution/manufacturing interruptions due to the pandemic. This can lead to interruptions/delays in repair, maintenance and construction projects.</p>
<p>Best Practices</p>	<p>Safe Workplace Rules for Essential Employers</p> <ul style="list-style-type: none"> ✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers ✓ Remember - Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.

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- ✓ Identify workers who may be at increased susceptibility for SARS-CoV-2 infection or complications from COVID-19 and consider adjusting their work responsibilities or locations to minimize exposure. Other flexibilities, if feasible, can help prevent potential exposures among workers who have diabetes, heart or lung issues, or other immuno-compromising health conditions. (OSHA)
- ✓ Additional Safety Precautions include: (adapted from - Construction Industry Safety Coalition Recommendations)
 - ▶ Employees must familiarize themselves with the symptoms of COVID-19
 - ▶ Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the job-site and return home.
 - ▶ Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings - all current social distancing measures must be adhered to.
 - ▶ Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
 - ▶ Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to - consistent with the most recent Executive Order.
 - ▶ Access to running water for hand washing may be impracticable. In these situations, the Town will provide alcohol-based hand sanitizers and/or wipes.
 - ▶ Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Town will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions - as well as CDC guidelines.
 - ▶ The Town will divide crews/staff into groups of not more than two persons where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine. As part of the division of crews/staff, the Town will designate employees into dedicated shifts, at which point, employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Town will have sole discretion in making that alteration.
 - ▶ Employees should not use ride-sharing.
 - ▶ If practicable, employees should use/drive the same truck or piece of equipment every shift.
 - ▶ In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
 - ▶ When employees perform construction and maintenance activities, these work locations may present unique hazards with regards to COVID-19 exposures. All such situations should be evaluated by the Town in terms of their workers safety - when determining best practices related to COVID-19.
 - ▶ The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
 - ▶ All visitors will be screened in advance of arriving on the job site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the job-site:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
 - ▶ Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.
 - ▶ In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is

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- acceptable, including latex gloves. Employees should avoid sharing gloves.
- Eye protection: Eye protection should be worn at all times while on-site.
- NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.
- ✓ Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - ▶ Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - ▶ Limit exposure time to the extent practicable.
 - ▶ Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- ✓ Institute a rigorous housekeeping program to reduce dust levels on the job-site.
- ✓ Job-site trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- ✓ Any trash collected from the job-site must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- ✓ Any portable job-site toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- ✓ -Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider
- ✓ If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the job-site that a confirmed-positive individual may have come into contact with before employees can access that work space again.
- ✓ The Company will ensure that any disinfection shall be conducted using one of the following:
 - ▶ Common EPA-registered household disinfectant;
 - ▶ Alcohol solution with at least 60% alcohol; or
 - ▶ Diluted household bleach solutions (these can be used if appropriate for the surface).
- ✓ The Town will maintain Safety Data Sheets of all disinfectants used on site

Safe Workplace Rules for Essential Employers

- ✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>
- ✓ Identify workers who may be at increased susceptibility for SARS-CoV-2 infection or complications from COVID-19 and consider adjusting their work responsibilities or locations to minimize exposure. Other flexibilities, if feasible, can help prevent potential exposures among workers who have diabetes, heart or lung issues, or other immuno-compromising health conditions. (OSHA)

Municipal Waste (OSHA)

- ✓ Workers and employers should manage municipal (e.g., household, business) solid waste with potential or known SARS-CoV-2 contamination like any other non-contaminated municipal waste. Use typical engineering and administrative controls, safe work practices, and PPE, such as puncture-resistant gloves and face and eye protection, to prevent worker exposure to the waste streams (or types of wastes), including any contaminants in the materials, they manage. Such measures can help protect workers from sharps and other items that can cause injuries or exposures to infectious materials.

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Safe Workplace Rules for Essential Employers	
<ul style="list-style-type: none"> ✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers ✓ Identify workers who may be at increased susceptibility for SARS-CoV-2 infection or complications from COVID-19 and consider adjusting their work responsibilities or locations to minimize exposure. Other flexibilities, if feasible, can help prevent potential exposures among workers who have diabetes, heart or lung issues, or other immuno-compromising health conditions. (OSHA) 	
Recycling (OSHA)	
<ul style="list-style-type: none"> ✓ As with municipal waste, employers and workers in the recycling industry should continue to use typical engineering and administrative controls, safe work practices, and PPE, such as puncture-resistant gloves and face and eye protection, to prevent worker exposure to recyclable materials they manage, including any contaminants in the materials. 	
Wastewater (OSHA)	
<ul style="list-style-type: none"> ✓ Coronaviruses are susceptible to the same disinfection conditions in the healthcare setting as other viruses, so current disinfection conditions in wastewater treatment facilities are expected to be sufficient. This includes conditions for practices such as oxidation with hypochlorite (i.e., chlorine bleach) and peracetic acid, as well as inactivation through the use of ultraviolet irradiation. 	
<p>There is no evidence to suggest that additional, COVID-19-specific protections are needed for employees involved in wastewater management operations, including those at wastewater treatment facilities. Wastewater treatment plant operations should ensure workers follow routine practices to prevent exposure to wastewater, including using the engineering and administrative controls, safe work practices, and PPE normally required for work tasks when handling untreated wastewater. The CDC provides additional information about wastewater management (https://www.cdc.gov/coronavirus/2019-ncov/php/water.html)</p>	
Staffing Solutions	
<ul style="list-style-type: none"> • Towns may consider either an inter-municipal agreement or mutual aid agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.. • Regional councils of government should be assembling rosters of qualified public works positions who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns <ul style="list-style-type: none"> ✓ Avoids need for inter-town agreements ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements • Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▸ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. 	

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Resources

- Department of Economic and Community Development - Safe Workplace Rules for Essential Employers - <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>
- Control and Prevention - OSHA - <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- American Public Works Association (APWA) - Coronavirus and the Public Works Community https://www.apwa.net/MyApwa/Apwa_Public/Coronavirus_and_the_Public_Works_Community.aspx
- **UPDATED: A Resource Guide to Coronavirus for Government Leaders, Government Technology** - <https://www.govtech.com/health/A-Resource-Guide-to-Coronavirus-for-Government-Leaders.html>

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

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Critical Functions	<ul style="list-style-type: none">• Registrar of Voters<ul style="list-style-type: none">✓ By law, there must generally be two registrars of voters for each municipality.✓ Register voters✓ Schedule and conduct voter registration sessions✓ Maintain voter registry lists (✓ Participate in Absentee Voting Administration✓ Conduct Elections✓ Ensure the proper maintenance, transportation, storage, and preparation of voting machines✓ 6Appoint deputy registrars and file the appointments with the town clerk• Town Clerks Election Duties include:<ul style="list-style-type: none">✓ Examine and approve applications for admission as an elector✓ Examine and approve applications for admission as an elector✓ Act as filing repository for municipal office candidates' campaign finance statements✓ Notify the secretary of the state of campaign finance statement filing violations✓ Certify nominating petitions✓ Issue absentee ballot applications, direct the preparation of absentee ballots, and maintain permanent absentee ballot records✓ Compile election results and forward them to the Office of the Secretary of the State✓ Submit up-to-date voting district maps and reports on the number of registered and party-enrolled voters to the secretary of the state✓ Keep custody of voting machine keys and other election materials✓ Prepare the explanatory text for a local referendum question• Regional Election Monitor<ul style="list-style-type: none">✓ This position, working through and for one of the nine regional councils of governments, represent, consult with and act on behalf of the Secretary of the State (SOTS) in preparations for and operations of any election, primary or re-canvas, or any audit conducted pursuant to section 9-320f of the General Statutes.• Election Officials at a Polling Place<ul style="list-style-type: none">✓ Moderators - serves as the chief public official at each polling place.✓ Assistant Registrars - deal with all voters whose names are not on the official voting list and all other problems.✓ Checkers- locate a voter's name in the official lists and check-off that he has come to vote on election day. They also check each voter's identification pursuant to state law. Any problems are referred to the moderator and assistant registrars.✓ Ballot Clerks - The Ballot Clerk gives each voter a ballot after he has passed the checkers' table and offers him a privacy folder. If the voter has spoiled his ballot or wishes to change it, the ballot clerk may give him a new ballot in exchange for his old ballot. The Ballot Clerk keeps track of the number of ballots issued.✓ Tabulator Tenders - is in charge of the voting tabulator and for assisting voters who ask for assistance, while preserving the voters' right to ballot secrecy. The Tabulator Tender is position at least three to four feet from the Tabulator.✓ Demonstrators - are available to educate voters on the correct manner in which to cast their ballots and are available to answer questions from voters about the process. The also assist the Moderator in crowd control. They are usually appointed for elections where a high turn-out is expected.
Statutory Issues	<p>Title 9, 9-1 through 760</p> <p>9-17 - Requires registrars to hold qualification sessions 14 days before a primary and 7 days before an election</p> <p>9-23 - Requires registrars to post the hours they are available to the public</p> <p>9-31a - Requires the town clerk or registrar of voters to arrange for an admitting official to visit the home of a permanently disabled person applying to become an elector. The admitting official will administer the elector's oath if applicant is found qualified, in a manner provided by this section.</p>

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Statutory Issues	<p>9-32 - Requires the registrar to conduct a canvas of each residence in the municipality for the purpose of confirming the residence of electors listed there.</p> <p>9-35a - Requires the registrar to post at town hall or municipal building a notice of the names dropped from the registry list in a manner provided in this section.</p> <p>9-36 - Requires the registry list referred to in Section 9-35 to be available for public inspection in the office of the registrars of voters. Registrars are required, upon request, to give a copy of the list to any candidate for election.</p> <p>9-37 - Requires registrars or assistant registrars to be available for at least one day during the fourteen-days before each election for revisions and corrections of the preliminary list.</p> <p>9-147c - Requires each registrar of voters to appoint one or more electors of the town to count absentee ballots.</p> <p>9-159q - Requires onsite supervision by the registrar or other official whenever 20 or more requests have been made for absentee ballots at the same address.</p> <p>9-164 - Requires each municipality to hold a biennial election in either May or November. This section also provides the procedure to hold a special election, including putting notice in a newspaper with circulation in the town.</p> <p>9-238 - Requires municipalities to use voting tabulators at all elections, and to purchase or lease one tabulator per each 900 voters, plus additional back-up tabulators based upon town population. Also, requires municipalities to notify the secretary of state in writing of the purchase lease, or discontinuance of use of any tabulator along with its make, model and serial number.</p> <p>9-259 - Requires election officials in each voting district to meet on the morning of an election and to examine the seals on the voting tabulators, to check on the correctness of the ballot labels, provide the moderators of each polling place with a specific number of paper ballots and to perform a number of other pre-election duties. Also, after the polls close, requires the moderator to certify that the tabulator has been locked and sealed and the number of votes cast for each nominee.</p> <p>9-262 - Requires that at least one of the election officials be stationed beside the entrance to the voting tabulator booth and to intermittently check to see that the tabulator is operating properly.</p> <p>9-439 - Requires checkers at each polling place to check the name of each elector who presents himself to vote, against the list of eligible voters.</p> <p>9-464 Primary Date. - Requires each municipality to conduct a primary on the last Tuesday in April of the year of a presidential election if two or more candidates are to be placed on a party's ballot.</p>
Executive Orders	<p>7B - Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7G and 7BB - Initially Postponed Connecticut's presidential primary to June 2: Connecticut's 2020 presidential primary had been scheduled for April 28. This Executive Order has been superseded by Executive Order 7BB which further postponement of presidential preference primary to August 11: This is the same date that state and local primaries had already been scheduled to be held. - Sec 9-464 - Chapter 154</p> <p>Executive Order 7G Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7G.pdf</p> <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7I-13 - Relieves towns of any in-person voting requirements by members of the public Now Clarified by of Executive Order No. 7HH-1(including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making</p>

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authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

- ✓ Applies to the suspension of “in-person” budget adoption requirements necessitating participation by members of the public, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting (“RTM”), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by “conference call, videoconference or other technology” **consistent with the requirements of Executive Order No. 7B.**

Executive Order 7I Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf>

7S - Allow suspension of in-person voting requirements for critical and time sensitive municipal fiscal deadlines: Allows suspension of certain in-person votes of residents or taxpayers on certain fiscal decisions, in addition to the provisions in Executive Order No. 7I, for fiscal decisions needed to prevent property damage, protect public health and safety, or prevent significant financial loss, provided they comply with all open meeting requirements of Executive Order No. 7B.

7V-1 Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont’s signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules

- ✓ Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

7BB-1 -Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- ✓ Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- ✓ If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

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7HHH - Clarification of Executive Order No. 7I, Section 13 - Mandatory suspension of annual town meeting or referendum to adopt budget: This clarifies that going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted. This order clarifies Executive Order No. 7I, Section 13, to provide uniformity and consistency, and prioritize safety while the risk of transmission of COVID-19 in large gatherings remains high.

Executive Order 7HH Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf>

7JJ-4 - Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may

- (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential;
- (ii) approve, enter into or amend existing contracts or agreements deemed essential; or
- (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in **Executive Order No. 7B.**

All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.

The foregoing authority is **not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1.** Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum

Executive Order 7JJ Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf>

7LL-1 - Changes to the Petitioning Process for Ballot Access for Petitioning Candidates and Candidates Petitioning Under Party Designation under sections 9-453 to 9- 453u. For candidates seeking ballot access as a petitioning candidate or a candidate petitioning using a party designation, including a party designation for an existing minor party, the following provisions shall apply:.

- a. Notwithstanding the provisions of section 9-453d of the General Statutes, the number of signatures required under section 9-453d of the General Statutes shall be reduced by thirty percent.
- b. Notwithstanding the provisions of section 9-453i, the deadline for filing such petitions shall be extended by two days.
- c. Notwithstanding sections 9-453a to 9-453o of the General Statutes, a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required if: (i) a registered voter signs a petition containing only his or her signature that is returned by U.S. mail to

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<p>Executive Orders</p>	<p>the candidate and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline, or (ii) a registered voter signs a petition containing only his or her signature, which signature may be scanned or photographed electronically, and returned to the candidate by electronic mail and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the registered voter. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-453a, 9-453f and 9-453g of the General Statutes and shall include a statement by the registered voter attesting to his or her identity, and qualification as an elector and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of 9-453a to 9-453o of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in section 9-453a to 9-453o of the General Statutes.</p> <p>7LL-2 - Changes to the Petitioning Process for Ballot Access for Major Parties. For a candidate for nomination of a political party to a state, district, or municipal office who has filed a single candidate committee statement under section 9-604(a) of the General Statutes or a certification under 9-604(b) of the General Statutes with the State Elections Enforcement Commission by 4:00 p.m. on May 26, 2020:</p> <ol style="list-style-type: none"> Notwithstanding the provisions of sections 9-400 and 9-406 of the General Statutes, the number of signatures obtained by circulated petition otherwise required of a candidate for nomination by a political party to a state, district or municipal office shall be reduced by thirty percent. Notwithstanding the provisions of sections 9-400, 9-404a, and 9-409 of the General Statutes, the deadline for filing such petitions shall be extended by two days. Notwithstanding sections 9-404b and 9-410 of the General Statutes, a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required by sections 9-404b and 9-410 of the General Statutes if: (i) an enrolled party member signs a petition containing only his or her signature that is mailed by U.S. mail to the candidate and later to the registrar of the municipality by the applicable deadline; or (ii) an enrolled party member signs a petition containing only his or her signature, which signature may be scanned or photographed electronically and sent by electronic mail to the candidate and later to the registrar of the municipality by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the enrolled party member. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-404a through 9-404c, and 9-406, 9-409 and 9-410 of the General Statutes and shall include a statement by the enrolled party member attesting to his or her identity, qualification as an elector and enrolled party member and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of sections 9-404b and 9-410 of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in sections 9-404a through 9-404c of the General Statutes. <p>Executive Order 7LL Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7LL.pdf</p>
<p>Continuity Issues</p>	<ul style="list-style-type: none"> • Staffing - Connecticut's 169 towns has approximately 800 polling places. There are literally several thousand individuals involved at any one time in the election process. Poll workers may not be as willing to serve or should not be serving due to their "at risk" status for COVID-19. <ul style="list-style-type: none"> ✓Connecticut already has a shortage - albeit inconsistent from town to town of registrars to comply with Statute - this may be further aggravated by the pandemic. • Polling Places <ul style="list-style-type: none"> ✓Location - Many polling places are located where at-risk populations frequent - placing them at additional risk ✓Safety - In addition to the now "normal" safety protocols - polling places pose a particular risk to voters and poll workers due to the volume of people voting and the proximity of poll personnel.

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Continuity Issues	<ul style="list-style-type: none"> ✓ Social distancing and voting • Voting - Connecticut voters have now witnessed the voting in Wisconsin's primary election where social distancing was difficult to maintain and now multiple voters have contracted COVID-19 from that experience. This may dampen or diminish voters participation. Currently, "Connecticut requires specific excuses to vote absentee and do not as of yet have early voting options in place for the general election. (AXIOS)"
Best Practices	<p>Contingency/Emergency Plan</p> <ul style="list-style-type: none"> • Each Town needs a Contingency/Emergency Plan addressing : staffing, equipment, physical locations, power, lack of ballots, extra ballot bags and seals, etc. for their elections. Additionally, each town should have standby locations (in case one is deemed contaminated). <p>Staffing</p> <ul style="list-style-type: none"> • Registrars should immediately take a census of their poll workers (including themselves) to determine the number that fall within the CDC's "At-Risk" category. Any such persons should be taken out of the pool for working at the polls for any upcoming elections. ✓ Statute requires that every polling place have a Moderator, Assistant Registrars of differing political parties, and at least one Official Checker, Ballot Clerk, and Tabulator Tender. Emergency conditions may cause workers to be cross-designated, such that an Assistant Registrar may perform the duties of an Official Checker, etc. - Towns should, to the degree permissible, look to consolidate functions or reduce the number of polling places to reduce the number of staff needed. ✓ Communities should enlist the Regional Election Monitors (REMs) through their respective regional councils of governments coordinate needed personnel for the respective polls - taking a more regional approach than town approach for the use/distribution of poll staffing. ✓ The REMs should, in coordination with the Secretary of the State's Office, conduct regional training for their towns to better ensure poll worker knowledge. ✓ Each REM, working through their COG, should put in place a standby skilled/certified staff - ready to go or remotely help region-wide on a where and when needed basis.) <ul style="list-style-type: none"> ▸ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. <p>Polling Places</p> <ul style="list-style-type: none"> • Polling facilities that meet public health standards. Poll workers will need additional resources to clean and sanitize all facilities, machines, and resources. Polling places that use hand-marked paper ballots may wish to give voters single-use pens. Jurisdictions may also incur costs due to the need to change polling locations close to Election Day if public health requires, or to acquire access to backup polling locations. (Brennan Center for Justice) • Polling places sited in buildings (senior centers, medical care locations) that primarily serve communities identified as high risk for serious Covid-19 should be changed as early as possible. Moving to consolidated polling places—in which several precincts vote at the same location—or moving to vote centers—in which any voter from a jurisdiction can vote at any polling place, usually a larger facility—can reduce the total number of poll workers required. (NCSL) <ul style="list-style-type: none"> ✓ The Secretary of the State Office should be immediately notified of any/all changes ✓ Alternative locations, which meet all mandated accessibility rules and regulation as well as Title VI Environmental Justice Rules, should be immediately identified ✓ Voters should immediately be given individualized notice of the change, with a second notice to be given within weeks of the November election • As an alternative to "traditional" voting polls - towns may consider curbside voting. Sec. 9-261(b) permits a voter who is "present at the polling place but is unable to gain access to the polling place due to a temporary incapacity" to have a ballot brought to them in their car. CGS Sec. 9-174a grants towns broad authority to adopt contingency plans for conducting elections under emergency conditions. The law requires

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that each voter who casts a “curbside ballot” return their ballot in a “privacy sleeve” to election officials who subsequently “mark the elector’s name on the official voter list, manually on paper or electronically, as having voted in person” and deliver the ballot, in the privacy sleeve, for counting.

- ✓ To facilitate this process, as well as collect IDs and other necessary paperwork: provide each voter arriving at the check-in station with a ballot and disposable pen, inside an envelope labeled “privacy sleeve.” In addition to preserving each voter’s ballot (protecting against double voting), the proposed envelope merges relevant form information from several election forms utilized in the polling place, permitting voters to be restored, transferred, or to be counted provisionally (and permitting the voter to cure any problems in the six days following the election.)
- ✓ Polling places would need to provide additional to direct cars to the different stations, instructional signage for the parking spots, and either a large format listing of voters who require additional ID per the Help America Vote Act, or to conduct a mailing to these voters notifying them of the additional requirement and securing this proof prior to Election Day.
- ✓ Polling places would require two stations for workers to store supplies and direct voters per polling place (preferably with some rain-mitigating features in the event of inclement weather) and depository chutes for existing ballot boxes for voters to place their completed ballots in privacy sleeves.
- ✓ Ballots collected at each polling place would be sealed in ballot transfer bags and returned to Town Hall for counting. Ideally some form of sterilization procedures (dry heat, UV, microwave, etc), in accordance with CDC guidelines, could be employed prior to distributing ballot envelopes to counters. Counting would commence either after batch sterilization is performed or at the recommended duration for paper documents to be sequestered prior to handling.
- ✓ Site options could include either a school building, other building where dozens of individuals could work safely under social distancing guidelines, outdoors using the kiosks procured for the polling places under Moderator supervision.
 - ▶ Workers would sort the ballot envelopes into categories – on list at the correct address (to be opened for immediate counting), on list at the wrong address (to be updated on the voter list by the Registrars before submitting for counting in the correct district), or not on list (to be processed in accordance with provisional ballot rules.) At the conclusion of the shift or completion of each batch, each worker would submit their ballots into a tabulator programmed to accept ballots from all districts. Filing of final results (the “duplicate list” per 9-314) would be completed within 48 hours of the close of the polls.

Safety (general)

Follow the most recent guidance (Executive Order 7V-1: Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Voters

- **Prior to Election Day - Encourage voters to use voting methods that minimize direct contact with other people and reduce crowd size at polling stations (CDC)**
 - ✓ Encourage mail-in methods of voting if allowed in the jurisdiction
 - ✓ Encourage early voting, where voter crowds may be smaller throughout the day. This minimizes the number of individuals a voter may come in contact with.
 - ✓ Encourage drive-up voting for eligible voters if allowed in the jurisdiction.
 - ✓ Encourage voters planning to vote in-person on election day to arrive at off-peak times. For example, if voter crowds are lighter mid-morning, advertise that in advance to the community.
 - ✓ Encourage relocating polling places from nursing homes, long-term care facilities, and senior living residences, to minimize COVID-19 exposure among older individuals and those with chronic medical conditions.
 - ✓ Consider additional social distancing and other measures to protect these individuals during voting.

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Preventive Actions Polling Workers Can Take (CDC)

- ✓ Stay at home if you have fever, respiratory symptoms, or believe you are sick
- ✓ Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- ✓ Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- ✓ Disinfect surfaces that may be contaminated with germs after cleaning: A list of products with EPA-approved emerging viral pathogens claim is available. Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
- ✓ Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely. Follow the manufacturer's instructions for all cleaning and disinfection products.
- ✓ Consult with the voting machine manufacturer for guidance on appropriate disinfection products for voting machines and associated electronics.
- ✓ Consider use of wipeable covers for electronics.
- ✓ If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Preventive Action Polling Stations Workers Can Take For Themselves And The General Public (CDC)

- ✓ Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.
- ✓ Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.

Preventive Action Polling Stations Workers Can Take For Themselves And The General Public (CDC)

- ✓ Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include careful and consistent cleaning of one's hands. Therefore:
- ✓ Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands..
- ✓ Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.
- ✓ Incorporate social distancing strategies, as feasible. Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time. Polling station workers can:
- ✓ Increase distance between voting booths.
- ✓ Limit nonessential visitors. For example, poll workers should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.
- ✓ Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Polling places may provide signs to help voters and workers remember this.
- ✓ Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

Recommendations For Processing Mail-In Ballots (CDC)

- ✓ Workers handling mail in ballots should practice hand hygiene frequently
- ✓ No additional precautions are recommended for storage of ballots

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Resources

- **The Office of the Connecticut Secretary of the State** - <https://portal.ct.gov/sots>
- **Manual Of Procedures For Registrars Of Voters Election Administrators State Of Connecticut 2019 Mar 11 Edition** - Registrars of Voters Association of Connecticut (ROVAC) <https://www.rovac.org/uploads/documents/2019%20March%2011%20ROVAC%20ROV%20Handbook.pdf>
- **Recommendations for Election Polling Locations**, CDC - <https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>
- **Election Management Resources CORONAVIRUS (COVID-19) RESOURCES** - <https://www.eac.gov/election-officials/coronavirus-covid-19-resources>
- **Election Management Resources - CONTINGENCY PLANNING** - <https://www.eac.gov/election-officials/contingency-planning>
- **Moderator's Handbook For Elections And Primaries** - Connecticut secretary of States Office, 2013 - <https://portal.ct.gov/-/media/SOTS/ElectionServices/Handbooks/2013ModeratorHandbookpdf.pdf?la=en>
- **Manual Of Procedures For Registrars Of Voters Election Administrators State Of Connecticut** - April 18, 2017 EDITION - Registrars of voters Association of Connecticut - <https://www.rovac.org/uploads/documents/ROVAC%20Handbook.pdf>
- **Registrars Of Voters Duties And Responsibilities**, OLR Report, 2005-R-0924 - <https://www.cga.ct.gov/2005/rpt/2005-R-0924.htm>
- **Town Clerks: Duties, Responsibilities, And Fee Collection**, OLR Report - 2006-R-0297 - <https://www.cga.ct.gov/2006/rpt/2006-R-0297.htm>

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

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Critical Functions	<p>Human Resources (HR) is a fundamental element of every town in Connecticut. Larger communities will have a dedicated HR department and smaller ones will tend to have the chief-elected official (often in partnership with their bookkeeper and administrative assistant) handle HR duties. In any case, HR is the organizational element that manages all things, or “resources”, related to its employees. This includes — but is not limited to — hiring, maintaining a budget, recruiting, managing benefits, safety, ensuring employee satisfaction, implementing a company culture, and training. HR is an investment that protects the town from preventable legal actions, increased productivity and more. Some of the key elements of this office are:</p> <ul style="list-style-type: none"> • Administration of town’s recruitment and hiring efforts • Payroll, Benefits information, employment resources • Collective bargaining, compensation, classification and benefit administration • Personnel records • Analysis of personnel data, such as salary, benefits, budgetary costs related to personnel and training, collective bargaining research and cost analysis, compliance and auditing • Maintains appropriate records and reports in compliance with all local, state, and federal law • Training • Advises employees and distributes information regarding benefits, compensation, policies and procedures • Federal and state compliance and reporting including but not limited to (EEO, FLSA, ADA, FMLA, WC, Civil Service and the like) and employee assistance
Statutory Notes	<ul style="list-style-type: none"> • Title 31 -Labor • Workplace Discrimination • Wages And Hours • Employee Benefits <ul style="list-style-type: none"> ✓ The Affordable Care Act ✓ The Employee Retirement Income Security Act (ERISA) ✓ The Consolidated Omnibus Budget Reconciliation Act(COBRA) ✓ The Health Insurance Portability and Accountability Act (HIPAA) ✓ CARES Act • Immigration Laws • Workplace Safety - OSHA, Workers’ Compensation • 7-473b - Requires that negotiations between a municipal employer and a municipal employee organization commence at least 120 days before the expiration of any current collective bargaining agreement. This section also requires that a mediator be appointed if a collective bargaining agreement hasn't been reached by both parties within certain time frames.
Executive Orders	<p>7-1- Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7C-4 - Flexibility for Educator Certification Timelines, Educator Evaluations, and School In-Services. Modifies educator certification timelines, evaluations, and professional development requirements to authorize the Commissioner of Education to temporarily waive any requirements necessary to address the impact the school class cancelations and COVID-19 risks when classes resume and students return. - Sec 10-145, 10-145b, 10-145d, 10-151b, 10-151 and 10-220a, and any associated regulations</p> <p>Executive Order 7C Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7C.pdf</p> <p>7E-2 - Suspension of required fingerprinting availability: The order suspends a state law that requires employees of a municipal police department or the State Police to collect the fingerprints of a person requesting such fingerprinting for a criminal history records check, and permits police department fingerprinting hours to be limited or eliminated to limit the transmission of COVID-19. Barracks will remain open to the general public for other business. - Sec. 21-40</p>

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Executive Order 7E Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7E.pdf>

7H-1 - Restrictions on workplaces for non-essential business: The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

7R-2 - Continuation of payment of public school staff: The order requires school districts to continue to employ, or restore to employment if already laid off, and pay school staff who are directly employed by the local or regional boards of education.

7R-3 - Preservation of student transportation services and special education providers: The order requires local boards of education and municipalities to negotiate amendments to contracts related to student transportation and special education services with the goal of continuing to make payments to transportation and special education providers so they may compensate their active employees, sustain the continuity of service when school resumes, and require the contracted company to attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and fleet.

Executive Order 7R Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf>

7U -1 - Protection from civil liability for actions or omissions in support of the state's COVID-19 response: Protects health care professionals and health care facilities, including nursing homes and field hospitals, from lawsuits for acts or omissions undertaken in good faith in support of the state's COVID-19 response. State statutes already provide similar protections for other first responders, including police, firefighters, and EMS.

7U -2 - Financial protections for the uninsured and people covered by insurance who receive out-of-network health care services during the public health emergency: Protects those who are uninsured and those who are insured and are treated by an out-of-network emergency services health care provider from surprise bills and other significant costs. This will ensure that individuals receiving care are not being financially burdened. - *Sec. 38a-477aa(b)(3)(A), 38a-477aa(b)(3)(B) , 19a-673(b), 19a-508c(l)*

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Executive Order 7U Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7U.pdf>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
 - Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules
- ✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

7V-6 - Protection from civil liability for actions or omissions in support of the state's COVID-19 response: Replaces the section of Executive Order No. 7U concerning protection from civil liability for actions or omissions in support of the state's COVID-19 response with new language, which adds protection from liability for common law claims – in addition to the previously enacted protection from liability for statutory claims – for healthcare workers and providers.

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

7X -4 - Modification or deferral of educator certification testing: Modifies state statutes to authorize the commissioner of Department of Education to temporarily defer any requirements regarding certification testing for educators as he deems necessary to address the impact of the COVID-19 crisis. - **Section 10- 145f**

Executive Order 7X Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf>

7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

7CC -1 - Applicability of Executive Order No. 7S, Section 7 to additional critical and time-sensitive municipal fiscal actions: **Expands Section 7 of Executive Order No. 7S**, permitting a municipality's legislative body and budget-making authority to jointly authorize certain actions by a majority vote of each body to include additional time sensitive and essential actions among which such bodies may authorize. The EO includes:

- the application for or acceptance of any grants, funding, or gifts;
- approval of collective bargaining agreements and legal settlements;
- the transfer of funds to or from capital or reserve accounts, the investment of funds pertaining to pensions, trusts, retirement programs or other post- employment benefit funds; or
- any financial actions required by (a) a contract or agreement or (b) a court order or consent decree that

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Continuity Issues	<p>require approval, provided that such legislative body (or board of selectmen, where applicable) and budget-making authority have each approved such action and have made specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately during the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality.</p> <p>Executive Order 7CC Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf</p> <ul style="list-style-type: none"> • Staffing - Staffing levels for individual tasks may be stressed or interrupted due to COVID-19 • Remote Work - <ul style="list-style-type: none"> ✓ Remote work is by-in-large new to municipalities ✓ Collective bargaining agreements in most instances, when they expire, are June 30
	<p>Staffing</p> <ul style="list-style-type: none"> • The State and Federal governments define “essential” workers - all municipal workers should be defined as essential • The pandemic should not be used to circumvent or abrogate collective bargaining agreements or adversely affect municipal or board of education employees. • Towns may consider either an inter-municipal agreement or mutual aid agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act. • Regional councils of government should be assembling rosters of qualified staffing who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns <ul style="list-style-type: none"> ✓ Avoids need for inter-town agreements ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. • Cross-train existing staff to preform many of the routine office functions • Ensure that employers do not discipline, terminate or otherwise retaliate against workers who utilize sick time, FMLA, disability, unemployment or any other benefit to which they are entitled during a public health emergency.

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Human Resources

Best Practices

Safety:

- ✓ Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.
- ✓ **Employees, to the degree possible - should work remotely.** Teleworking can include performing normal job duties and special projects. Towns not familiar with tele-work should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. (OSHA)
 - Bargaining units should be involved in the development and implementation of remote work
- ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. (OSHA)
- ✓ Follow all guidance as set forth through Executive Order 7V-1 - which can be found at: DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>
- ✓ Distribute summaries of health insurance processes and procedures to employees.
- ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.
- ✓ All inter-departmental data sharing conducted electronically
- ✓ Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual. (OSHA)
- ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed

Labor

- Extend all municipal and Board of Education collective bargaining agreements through the end of the public health emergency
- Form a standing committee for the duration of the public health emergency (you may wish to keep this permanently) of management and labor to ensure full communication/discussion of actions being taken by the municipality

Remote Working (adapted from: Municipal Research and Services Center (MRSC))

- ✓ Agreed upon schedule of telework: include days and hours - lists of projects, milestones, due dates for remote working - memorialized in a written agreement (not to be confused with an employment contract);
- ✓ Expectations of availability during core business hours, including how the employee will be expected to communicate, and how they will conduct meetings with other employees and clients (onsite or via phone/video);
- ✓ Check in not less than weekly by voice/video/email to ensure communications
- ✓ Remote work can/should include performing normal job duties as well as any special projects assigned.
- ✓ Confirm that employees have access to either a home computer or provide a municipal laptop - with the appropriate connections to your municipality.
- ✓ Provide appropriate tech support. For many employees this will be their first time telecommuting and they will

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Best Practices	<p>have a lot of basic software and connectivity questions. This may mean your tech support will need additional support.</p> <ul style="list-style-type: none"> ✓ Have a written policy that addresses both emergency and non-emergency situations and is clear about expectations. ✓ Create a phone tree for staff, including emergency contact information. Make sure you all know how the tree will work and who calls whom and under what circumstances. ✓ Free conference calling services include freeconference.com and Google Hangouts. Popular web-based video conferencing tools include Zoom, Skype, Google Hangouts Meet, and GoToMeeting. ✓ If the current circumstances continue, your organization may want to consider using a system like gsuite for instant messaging, video chat, and document creation, management, and sharing. It offers tiered pricing depending on your organization's size, and has a phone app as well. ✓ Cybersecurity - On-site computers work on secure networks, but security off-network is questionable <ul style="list-style-type: none"> ▶ Make your agreement explicit if you don't want employees on public WiFi, and make sure they know what public WiFi and unsecured networks are. ▶ Alert employees to an expected increase in phishing attempts. Malicious cyber actors may increase ▶ phishing emails targeting teleworkers to steal their usernames and passwords. Be aware that there are cybercriminals capitalizing on this emergency, including phishing emails purporting to be from the CDC. ▶ VPNs and Remote Desktop Connections pose some risk; check with your IT staff to make sure patches and updates are current.
Resources	<ul style="list-style-type: none"> • COVID-19: Impact on Employment and Labor - National Conference of State Legislatures - https://www.ncsl.org/research/labor-and-employment/covid-19-impact-on-employment-and-labor.aspx • Telecommuting - MRSC - http://mrsc.org/Home/Explore-Topics/Management/HR-Management/Telecommuting.aspx • Quick Steps to Prepare a Remote Work Policy for Your Local Government, ICMA - https://icma.org/blog-posts/quick-steps-prepare-remote-work-policy-your-local-government • The Pandemic And The Future Of Remote Work For Local Government, American City & County Magazine - https://www.americancityandcounty.com/2020/04/24/the-pandemic-and-the-future-of-remote-work-for-local-government/ • The Pros and Cons of Telecommuting to a Government Gig, Governing - https://www.governing.com/columns/smart-mgmt/gov-telework-public-sector.html • Montgomery County Telework Program POLICIES AND PROCEDURES - https://www.montgomerycountymd.gov/HR/Resources/Files/Telework/Telework_Policy.pdf • British Columbia - Flexible Workplaces - https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces • New Federal Laws Support Employees During the COVID-19 Pandemic - MRSC - http://mrsc.org/Home/Stay-Informed/MRSC-Insight/April-2020-1/New-Federal-Laws-Support-Employees-During-the-COVI.aspx

Best Practices Guidelines

Meetings	
Critical Functions	<ul style="list-style-type: none"> Public meetings bring diverse groups of stakeholders together for a specific purpose. Public meetings are held to engage a wide audience in information sharing and discussion. They can be used to increase awareness of an issue or proposal, and can be a starting point for, or an ongoing means of engaging, further public involvement. When done well, they help build a feeling of community. (EPA) The Office of Legislative Research (OLR) in a 2016 report (2016-R-0099) identified 149 instances in the statutes that required some form of public notification by a municipality. There are multiple instances where public notification is optional or where the statutes apply to a specific entity - including municipalities. - Three basic types: Regular, Special and Emergency.
Statutory Notes	<ul style="list-style-type: none"> Chapter 14 - Freedom Of Information Act, Sec. 1-200 - 1-242 Inclusive Title II of the ADA which covers activities of State and local governments requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities .. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). Courts have interpreted Title VI's prohibition of discrimination on the basis of national origin to include discrimination based on English proficiency. Under Title VI public bodies are required to provide Limited English Proficiency (LEP) individuals with meaningful access to their programs and services. Providing "meaningful access" will generally involve some combination of services for oral interpretation and written translation of vital documents.
Executive Orders	<p>7N - Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7B - Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7JJ-4 - Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may</p> <ol style="list-style-type: none"> adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential; approve, enter into or amend existing contracts or agreements deemed essential; or option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or

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Meetings	
	<p>referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in Executive Order No. 7B.</p> <p>All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.</p> <p>The foregoing authority is not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum.</p> <p>Executive Order 7JJ Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf</p>
Continuity issues	<ul style="list-style-type: none"> • Municipalities, through their various boards and commissions, are required to carry on the business of government. This includes public meetings and hearings. Executive Order 7B “modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or video conference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings.” • Technology - The majority of municipal boards and commissions are not acquainted with the technology and the proper process to ensure access • Access Limitations - Not everyone has Wi-Fi, not everyone has cable television, and not everyone has a computer or skills to access these events.
Best Practices	<p>Public Meetings</p> <ul style="list-style-type: none"> ✓ Consistent with Executive orders - ALL meetings should be conducted utilizing an online video platform ✓ Not all residents have WiFi or Internet connections - Meetings should also be played live on local cable access channels and have telephone dial-in option. ✓ Community Notification System is a mass notification product that many communities use to provide urgent information to their residents. While the primary use of such systems is to convey emergency information can and should be used to notify residents of a range of developments - including community meetings. ✓ Review, with the communities IT division or consultant, security, capacity ✓ Video Conferencing <ul style="list-style-type: none"> ▸ Zoom. GoToMeeting. Cisco Webex Meetings. BlueJeans. join.me, UberConference, TeamViewer, and Adobe Connect (not an exhaustive living - do not forget about security). <p>Policy and Procedures</p> <ul style="list-style-type: none"> ✓ Municipalities should adopt a uniform policy and procedure for all boards and commissions - including the software to be utilized. ✓ Post the municipalities policy and procedure on the town's website - including a link to allow the public to download the software being utilized. ✓ Provide a means for submission of written material ✓ Any minutes created should reflect the fact that the meeting is being held remotely as the result of the publicly declared state emergency necessitating remote meetings. This should be done to ensure that any subsequent search of the record (perhaps years down the line) it will be clear why such actions were taken.

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Best Practices	<p>Sample Process/Procedure (adapted from MetroCOG)</p> <p>Notice is hereby given that this remote electronic public meeting shall:</p> <ol style="list-style-type: none"> 1. Permit the public to view or listen anonymously, and when permitted, participate in real-time; 2. Be recorded and posted to _____'s website within 7 days; 3. Be made available to the public within a reasonable time (at _____'s offices or upon written request). <p>In addition to standard parliamentary procedure as outlined on this agenda, the following special rules shall apply to all participants:</p> <ul style="list-style-type: none"> ✓ Please "mute" your microphone so as reduce background noise at any time you are not speaking. ✓ Prior to speaking on each occasion, each speaker shall clearly state their name and title for the record. ✓ The use of chat features are prohibited and will not be considered during the meeting if in use. <p>Notice is hereby given that only _____ participants may access this remote electronic public meeting at any one time.</p> <p>Access is granted solely by the _____ technology on first access basis and is not within the control of the _____. While it is anticipated that this participant limit will be sufficient, should the participants reach said limit, the meeting may be adjourned and continued at a later date using technology appropriate to ensure all members of the public may participate.</p> <p>GUIDELINES FOR PUBLIC PARTICIPATION IN REMOTE ELECTRONIC MEETINGS</p> <p>Anyone who desires to address the Council must adhere to the following rules of participation:</p> <ul style="list-style-type: none"> ✓ The _____ welcomes all public participation but asks that all comments be limited to items listed on the meeting agenda. ✓ Please state your name and address for the record prior beginning your comment. ✓ The _____ presiding officer will limit each comment to __ minutes in order to accommodate all members of the public that wish to speak. The presiding officer may allow additional time at their discretion. ✓ Written comments or statements on any topic within the purview of the body are always welcome and will be provided to all _____ members. ✓ Please be advised that immediate replies to questions/comments should not be expected.
Resources	<ul style="list-style-type: none"> • Connecticut Freedom of Information Commission - https://portal.ct.gov/FOI • Public Meetings in the Time of Covid-19 - https://icma.org/blog-posts/public-meetings-time-covid-19 • The New Normal: Communities Adjust to Conducting Business Remotely While Maintaining Citizen Input - https://icma.org/blog-posts/new-normal-communities-adjust-conducting-business-remotely-while-maintaining-citizen

The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

Best Practices Guidelines

Land Use	
Critical Functions	<p>The Land Use Office is a functioning combination of community commission/agency members) and municipal staff. Together, they are in place to support the residents of a given town in meeting that town's land use challenges and regulatory obligations, identifying opportunities for improved development and redevelopment, natural resource protections, and properly applying regulatory (wetlands, zoning, subdivision) mechanisms.</p> <p>A typical Land Use Office consists of the following staff positions: Town Planner(s), Zoning Enforcement Officer(s), Wetlands Enforcement officer, Building Official(s) and administrative staff. These persons serve the Planning and Zoning Commission (some towns have these separated and two towns do not have a zoning commission), Inland Wetlands and Watercourses Agency, Conservation Commission (optional) and a Zoning Board of Appeals. The actions of the staff are governed by land use regulations, State Statute and town policies/procedures.</p> <p>In general this function(s) is responsible for accepting/processing applications, preparing the legal notices, reviewing all applications for completeness and compliance, preparing the meeting agenda, and organizing the actual meeting place. Statutorily this office covers a wide range of laws. These include:</p>
Statutory Notes	<ul style="list-style-type: none"> • Chapter 124 - Zoning • Sec. 8-1. Zoning commissions - Any municipality may, by vote of its legislative body, adopt the provisions of this chapter and exercise through a zoning commission the powers granted hereunder. .. • Sec. 8-3. Enforcement of regulations. • Sec. 8-4a. Zoning or Planning Commission May be Designated as Planning and Zoning commission • Sec. 8-6. Powers and Duties of Board of Appeals - The zoning board of appeals shall have the following powers and duties: (1) To hear and decide appeals where it is alleged that there is an error in any order, requirement or decision made by the official charged with the enforcement of this chapter orregulation(2) to hear and decide all matters including special exceptions and special exemptions under section 8-2g upon which it is required to pass by the specific terms of the zoning bylaw, ordinance or regulation; and (3) to determine and vary the application of the zoningregulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the district in which it is situated, a literal enforcement of such regulations would result in exceptional difficulty or unusual hardship ... • Sec. 22a-42. Municipal Regulation of Wetlands and Watercourses - To carry out and effectuate the purposes and policies of sections 22a-36 to 22a-45a [Inland Wetlands and Watercourses Act], inclusive, it is hereby declared to be the public policy of the state to require municipal regulation of activities affecting the wetlands and watercourses within the territorial limits of the various municipalities or districts.
Executive Orders	<p>7N-1 - Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7B - Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7H-1 - Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such</p>

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as healthcare, food service, law enforcement, and similar critical services.

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

71-19 - (See 7JJ-4 - Tolling of Land Use and Building Permits) Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- b. If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be **extended for 90 days**.
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- i. Any Covered Law prescribing the procedure for commencement of an **appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency** is suspended and modified to permit **any such appeal to be commenced by regular mail or by electronic mail**

Land Use Clarification for Section 19:

- a. Land use applications and proceedings that are constrained by statutory deadlines will have those deadlines extended by up to an aggregate period of ninety (90) days in addition to any other statutory or regulatory extension provisions.
- b. Demolition delay timelines are extended by ninety (90) days
- c. Statutory or regulatory provisions requiring filings or publications of notices and other information are generally suspended to allow such filings or publications to be made on the municipality's website rather than in the town clerk's office or in a newspaper

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- d. Statutory or regulatory provisions requiring posting of physical signs are suspended (with one exception noted below)
- e. Statutory or regulatory provisions requiring personal notice by mail to individuals, other boards or commissions, other towns, regional planning organizations or other entities or persons may be made by electronic mail where possible. If electronic mail addresses are unknown for any such recipients, the party obligated to give the notice may (i) post a sign on the property indicating that an application is pending and giving relevant details or (ii) mail required notices to those individuals or entities at the address provided to them by the municipality.
- f. Statutory or regulatory provisions requiring the filing of any petition, including a petition for an appeal to a legislative body or agency, may be satisfied by electronic filings of and electronic signatures on such petitions
- g. Commencement of an appeal of a municipal decision to Superior Court which requires service on the town clerk or other town official or entity may be satisfied by service by electronic mail by the proper officer. The time period for filing an appeal has not been changed.
- h. The appeal of a decision of a zoning enforcement officer or an inland wetlands agent may be made by electronic mail rather than regular mail. The time period for filing such appeals has not been changed.
- i. The suspensions and modifications contained in Section 19 of Executive Order 71 would require the filing or delivery of the applicable confirmations, notices, appeals or other actions to be made within a reasonable time after the applicable office opens for public activity.

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-2 - Suspension of mandatory statutory filing requirements for Freedom of Information Act appeals and decisions by the Freedom of Information Commission: As many state offices transition to a telework environment, including the staff at the Freedom of Information Commission, this order suspends the time requirements for filing an appeal with the commission, and the requirement that the commission must hear and decide an appeal within one year after the filing of such appeal. - *Sec. 1-206. (Formerly Sec. 1-21i). Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records.(b) (1)*

7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

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Land Use	
<p>Executive Orders</p>	<ul style="list-style-type: none"> • Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately. • Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules <p>✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p> <p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7JJ-4 - Tolling of Land Use and Building Permits. In order to ensure that land use and building permit holders may continue to diligently pursue permitted activities after the state of emergency, an approval or permit issued by a municipal land use agency or official pursuant to the "Covered Laws" as defined in Section 19 of Executive Order 7I, or by a municipal building official pursuant to Connecticut General Statutes Chapter 541 and valid as of March 10, 2020, shall not lapse or otherwise expire during the state of emergency, and the expiration date of the approval shall toll during the state of emergency. To the extent that any such approval contains or is subject to conditions, the agency or official may waive such conditions if an approval holder is not able to abide by the conditions as a result of the COVID-19 pandemic or protective measures taken in response to it, provided that such waiver shall not be unreasonably withheld. This section shall not apply to an approval or permit whose holder was in violation of the terms and conditions of the approval as of March 10, 2020 or who violates such terms and conditions during the state of emergency.</p> <p>Executive Order 7JJ Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf</p>
<p>Continuity Issues</p>	<ul style="list-style-type: none"> • Safety - Workplace safety is now the "new normal" and will - for the foreseeable future change the workplace. The Land Use functions operates in both the field and the office.. • Staffing - Municipalities have varying configurations for their land use functions. Larger towns often have extensive staff and specialization - while smaller communities rely on part-time multi-purpose staffing. The pandemic has the possibility of disrupting the pool of qualified inspectors - causing delays to an already stressed system. <ul style="list-style-type: none"> ✓ Inter-local agreements (7-339a to 7-339l, inclusive) require endorsement of the town's legislative body • Public Interactions - Some things can be done remotely and others may require in person meetings. The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff.

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Continuity Issues	<ul style="list-style-type: none"> • Routine Functions <ul style="list-style-type: none"> ✓ Regulation Update. ✓ Permit Applications and Process ✓ Inspections and Enforcement ✓ Planning (i.e. POCDs) ✓ Hearings
Best Practices	<p>Staffing</p> <ul style="list-style-type: none"> • Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.. • Regional councils of government should be assembling rosters of qualified inspectors who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns. <ul style="list-style-type: none"> ✓ Avoids need for inter-town agreements ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. COGs must engage and involve bargaining unit representatives to be part of any regional staffing. • Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. <p>Safety</p> <ul style="list-style-type: none"> • Land Use Office can remain open during regular business hours for employees ONLY - public should not be allowed in town halls • Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems. <ul style="list-style-type: none"> ✓ Guidance, per Executive Order 7V-1 must be adhered to : guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language. ✓ Each employee is , per Executive Order 7BB-1, required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

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- ✓ Segment the workspace into discrete zones. Prohibit employees from entering into zones where they are not required to be to perform their jobs
- ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose.
- ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose.
- ✓ In the field, in addition to normal safety gear, inspectors should adhere to all applicable CDC recommended protections.

Permits

- Online submission of permits drawings, license information and applications via permit portal or email from town website
- If paper is the only method, mail-in applications only
- Payments received via online portal or mail-in checks
- Grant permits conditionally subject to post-construction inspection
- Provided to PE-stamped applications and drawings certifying compliance with relevant codes

Inspections/Enforcement

- Inspections still occur post-construction, but installation process is not delayed due to periodic inspections, and contractor bears risk
- If exterior only, conduct as normal with proper distancing
- If interior - utilize virtual inspections - Virtual inspections are conducted between a customer and Town/City inspector by using a video call on a smart phone or tablet. Generally:
 - ✓ Inspection complexity will be determined by the inspector.
 - ✓ For inspections deemed too complex for virtual completion, the Town/City may accept, at the municipalities's discretion, third-party inspections.
 - ✓ Customers must have a smartphone or tablet connected to WiFi or 4G wireless service with Google Duo (all devices), FaceTime (Apple OS devices), or Microsoft Teams (all devices) to host the video call.
 - ✓ Third party engineers or third party agencies must obtain approval prior to conducting a virtual inspection. Town should have procedures for such approval.
 - ✓ The inspector will determine if additional fee(s) for re-inspection is required.
- Many municipalities have e-permitting/inspection systems. Communities without such should consider such program (For example: Muncity 5, CentralSquare, form.com, ProntoForms, Permit-LV, Accela Building Civic Application or AuditUtopia) as a means to expedite the process and protect inspectors

Collaborate and Communicate

- ✓ Communicate Routinely with boards and commissions- by phone or video-conference - board and commission chairs, elected officials (local and state) - **Keep in mind and adhere to ALL applicable FOIA Statutes, Regulations, Rulings and Policies.**

Public Meetings

- ✓ Consistent with Executive orders - ALL meetings should be conducted utilizing an online video platform
- ✓ Not all residents have WIFI or Internet connections - Meetings should also be played live on local cable access channels and have telephone dial-in option.
- ✓ Community Notification System is a mass notification product that many communities use to provide urgent

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<p>Best Practices</p>	<p>information to their residents. While the primary use of such systems is to convey emergency information can and should be used to notify residents of a range of developments - including community meetings.</p> <ul style="list-style-type: none"> ✓ Review, with the communities IT division or consultant, security, capacity ✓ Any minutes created should reflect the fact that the meeting is being held remotely as the result of the publicly declared state emergency necessitating remote meetings. This should be done to ensure that any subsequent search of the record (perhaps years down the line) it will be clear why such actions were taken. <p>Sample Process/Procedure (adapted from MetroCOG)</p> <p>Notice is hereby given that this remote electronic public meeting shall:</p> <ol style="list-style-type: none"> 1. Permit the public to view or listen anonymously, and when permitted, participate in real-time; 2. Be recorded and posted to _____'s website within 7 days; 3. Be made available to the public within a reasonable time (at _____'s offices or upon written request. <p>In addition to standard parliamentary procedure as outlined on this agenda, the following special rules shall apply to all participants:</p> <ul style="list-style-type: none"> ✓ Please "mute" your microphone so as reduce background noise at any time you are not speaking. ✓ Prior to speaking on each occasion, each speaker shall clearly state their name and title for the record. ✓ The use of chat features are prohibited and will not be considered during the meeting if in use. <p>Notice is hereby given that only ____ participants may access this remote electronic public meeting at any one time.</p> <p>Access is granted solely by the _____ technology on first access basis and is not within the control of the _____. While it is anticipated that this participant limit will be sufficient, should the participants reach said limit, the meeting may be adjourned and continued at a later date using technology appropriate to ensure all members of the public may participate.</p> <p>GUIDELINES FOR PUBLIC PARTICIPATION IN REMOTE ELECTRONIC MEETINGS</p> <p>Anyone who desires to address the Council must adhere to the following rules of participation:</p> <ul style="list-style-type: none"> ✓ The _____ welcomes all public participation but asks that all comments be limited to items listed on the meeting agenda. ✓ Please state your name and address for the record prior beginning your comment. ✓ The _____ presiding officer will limit each comment to __ minutes in order to accommodate all members of the public that wish to speak. The presiding officer may allow additional time at their discretion. ✓ Written comments or statements on any topic within the purview of the body are always welcome and will be provided to all _____ members. ✓ Please be advised that immediate replies to questions/comments should not be expected.
<p>Resources</p>	<ul style="list-style-type: none"> • OVID-19 Public Health Emergency Resources, CT Chapter of APA - https://ct.planning.org • Recommended Reads during COVID-19: A Curated List of News and Information of Interest to Land Use Professionals - https://urbanland.uli.org/covid-19/recommended-reads-during-covid-19-a-curated-list-of-news-and-information-of-interest-to-land-use-professionals/ • Office of the State Building Inspector - https://portal.ct.gov/DAS/Office-of-State-Building-Inspector/Office-of-State-Building-Inspector • Connecticut Building Officials Association (CBOA) - http://www.ctbuildingofficial.org • Certified Commercial Property Inspectors Association (CCPIA) - https://ccpia.org • COVID-19: A Guide For Commercial Property Inspectors - https://ccpia.org/covid-19-a-guide-for-commercial-property-inspectors/#standards-specific-to-commercial

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Resources	<ul style="list-style-type: none">• Virtual site visits help control infection on project sites https://www.bdcnetwork.com/virtual-site-visits-help-control-infection-project-sites• Town Of West Hartford Video Inspection Guide: https://www.westhartfordct.gov/civicax/filebank/blobdload.aspx?BlobID=41458• Charrettes go virtual: A state-of-the-art process helps a community stay-the-course during COVID-19, Michigan State University - https://www.canr.msu.edu/news/charrettes-go-virtual-a-state-of-the-art-process-helps-a-community-stay-the-course-during-covid-20• Charrettes go virtual: A state-of-the-art process helps a community stay-the-course during COVID-19, Michigan State University - https://www.canr.msu.edu/news/charrettes-go-virtual-a-state-of-the-art-process-helps-a-community-stay-the-course-during-covid-20• Pandemics Are Also an Urban Planning Problem, City Lab - https://www.citylab.com/design/2020/03/coronavirus-urban-planning-global-cities-infectious-disease/607603/
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Libraries	
Critical Functions	<p>Libraries serve as a focus for intellectual growth, research and learning for people of all ages. Through libraries, cities and towns provide collective access to books and other resources which no individual could hope to afford.</p> <p style="text-align: right;">Massachusetts Public Library Trustees Handbook</p>
Statutory Notes	<ul style="list-style-type: none"> • Chapter 190 - Public Libraries • Sec. 11-32. Legislative body of municipality may establish or operate a public library. ... Such library and reading room shall be free to the use of the inhabitants of the city, subject to such reasonable rules and regulations as the board of trustees may adopt in order to render the use of the library and reading room of the greatest benefit.
Executive Orders	<p>7N-1 - Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7B - Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7H-1 - Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.</p> <p>Executive Order 7L Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf</p> <p>7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p> <ul style="list-style-type: none"> • Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately. • Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules <p>✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p>

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Libraries	
Executive Orders	<p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p> <p>7X-3 - Extension of closures, distancing, and safety measures through May 20, 2020: Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.</p> <p>Executive Order 7X Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p>
Continuity Issues	<ul style="list-style-type: none"> • Staffing may be an issue as a result of direct (people getting ill or having to take care of family members who are ill) and/or any increase in workload as a result of office closures. This may be a particular challenge for towns with limited tax collector office staffing prior to the pandemic. • Remote Work - Remote work is by-in-large new to municipalities • Broadband Access - People lacking home broadband access, public libraries are often the only source of free access to computers and the internet - the pandemic coupled with library closures widen the digital divide
Best Practices	<p>Innovation</p> <ul style="list-style-type: none"> • According to the American Library Association, libraries could: <ul style="list-style-type: none"> ✓ Extended online renewal policies ✓ Expanded online services like e-books and streaming media ✓ Added virtual programming ✓ Reallocating print collection budgets to digital materials ✓ Reaching out by phone to those digitally disconnected ✓ Deploying library 3D printers to print face shields for our local hospitals and facilities ✓ Adapting in-person programs for online delivery, such as the virtual story times and online knitting group ✓ Adding or expanding virtual library cards - adding e-books and e-audiobooks ✓ Leveraging social media to share information related to COVID-19 ✓ Expanded the range of their public Wi-Fi

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Libraries	Best Practices
General	
<ul style="list-style-type: none"> Libraries should remain open in terms of services provided on a remote/online basis There should be NO public interactions until the Governor has authorized such actions. 	
Staffing	
<ul style="list-style-type: none"> The State and Federal governments define “essential” workers - all municipal workers should be defined as essential Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.. Regional councils of government should be assembling rosters of qualified staffing who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns <ul style="list-style-type: none"> ✓ Avoids need for inter-town agreements ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. Cross-train existing staff to preform many of the routine office functions Ensure that employers do not discipline, terminate or otherwise retaliate against workers who utilize sick time, FMLA, disability, unemployment or any other benefit to which they are entitled during a public health emergency. Safety: <ul style="list-style-type: none"> ✓ Employees, to the degree possible - should work remotely. Teleworking can include performing normal job duties and special projects. Towns not familiar with tele-work should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. (OSHA) ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. (OSHA) ✓ Follow all guidance as set forth through Executive Order 7V-1 - which can be found at: DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers ✓ Distribute summaries of health insurance processes and procedures to employees. 	

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Libraries

Resource	<ul style="list-style-type: none">• Connecticut library Association - https://ctllibraryassociation.org• Best Practices in Connecticut Public Libraries: RESOURCES & SERVICES - https://libguides.ctstatelibrary.org/dld/bestpractices/resources• Public Libraries Launch, Expand Services During Covid-19 Pandemic - American Library Association - http://www.ala.org/news/press-releases/2020/04/public-libraries-launch-expand-services-during-covid-19-pandemic-0• Public Libraries Respond to COVID-19: Free Webinar Series - http://www.ala.org/pla/education/onlinelearning/webinars/covid-19• Key Resources for Libraries in responding to the Coronavirus Pandemic, International Federation of Library Associations and Institutions (IFLA) - https://www.ifla.org/covid-19-and-libraries• Covid-19's Impact on Libraries Goes Beyond Books - WIRED - https://www.wired.com/story/covid-19-libraries-impact-goes-beyond-books/
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Animal Control	
Critical Functions	<p>According to the Office of Legislative Research:</p> <p>All municipalities must have an animal control officer (ACO); those municipalities with a population greater than 25,000 must appoint a full-time ACO. Smaller municipalities can have a part-time officer. The law allows a municipal ACO to:</p> <ul style="list-style-type: none"> (1) act to prevent cruelty to any animal; (2) take into custody any neglected, cruelly treated, ill, or roaming animal; and (3) arrest people for violating any law relating to dogs or domestic animals. ACOs may also impound stray cats in municipalities that adopt stray cats ordinances. <p>In Connecticut, no one may begin serving as a state, regional, or municipal ACO unless he or she (1) completes at least 80 hours of initial ACO training and receives a certificate of completion from the agriculture commissioner or (2) provides the commissioner an affidavit agreeing to complete the training within one year of starting as an ACO.</p> <p>Each municipality must have either (1) a sanitary dog pound or other similar facility comfortable to animals or (2) an agreement with another city that has such a pound or similar facility. The pound must comply with the agriculture commissioner's regulations concerning its construction and maintenance.</p>
Statutory Notes	<ul style="list-style-type: none"> • CHAPTER 435 - DOGS AND OTHER COMPANION ANIMALS KENNELS AND PET SHOPS • Sec. 22-328. Enforcement. Animal control officers. Expenses. Training of animal control officers. Reimbursement. Training program curriculum. Issuance of certificate. Continuing education requirement. • Sec. 22-329. Prevention of cruelty to dogs and other animals. • Sec. 22-331a. Regional animal control officers. Pounds. • Sec. 22-336. Towns to provide pounds or other suitable facilities. Regulations. Enforcement. • Sec. 22-339a. Town clerks may deputize agents for the issuance of licenses. Licensing of dogs acquired from dog pounds. Fees. Rabies certificate. (a) The town clerk of any town may deputize employees of any dog pound in such town as agents for the issuance of dog licenses and tags, provided the town clerk shall be solely responsible for compliance with the provisions of the statutes relating to the duties of the town clerk in connection with such licenses and tags and the moneys received therefor. • Sec. 22-359. Control of rabies. Regulations. • Sec. 22-364. Dogs roaming at large. Intentional or reckless subsequent violation.
Executive Orders	<p>7H- 1 Defines “Essential Services” - Animal Control falls within this category</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.</p> <p>Executive Order 7L Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf</p> <p>7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p>

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Animal Control	Executive Orders
	<ul style="list-style-type: none"> • Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately. • Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules <p>✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p> <p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p> <p>7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7II-4 - Extension of the Start Date for Imposition of a Late Fee for Obtaining Dog Licenses from July 1, 2020 to August 1, 2020. Sect 22-338(a)</p> <p>Executive Order 7II Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf</p>
Continuity Issues	<ul style="list-style-type: none"> • Safety - Workplace safety is now the "new normal" and will - for the foreseeable future change the workplace. Animal Control Officers operates in both the field and the office. When in the office, proper distancing from fellow workers and the public (once town halls/kennels are re-opened) must to adhered to - this may result in the need to reconfigure the office to comply with and provide proper workforce protection. For the foreseeable future inspections, wellness checks and responses are hindered due to the close proximity of animal owners and their homes/properties. • Staffing - Many municipalities, especially small towns, utilize part-time ACOs. Often these persons have relationships with one or more other towns and there may or may not be an inter-local agreement to share these persons. In a few cases there are regional ACOs. The pandemic has the possibility of disrupting the pool of qualified ACOs - causing delays to an already stressed system. <ul style="list-style-type: none"> ✓ Inter-local agreements (7-339a to 7-339l, inclusive) .require endorsement of the town's legislative body which may have a delaying effect in putting such an agreement into place. • Public Interactions - Some things can be done remotely and others may require in person meetings. The challenge in the short and long-term is having in place the capacity to serve the public while protecting staff. • Routine Functions <ul style="list-style-type: none"> ✓ Adoptions ✓ Inspections/wellness checks ✓ Investigations

Best Practices Guidelines

Animal Control

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Staffing

- Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act..
- Regional councils of government should be assembling rosters of qualified ACOs who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns
 - ✓ Avoids need for inter-town agreements
 - ✓ Independent contractor ACOs used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
 - ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
- Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis.
 - ✓ The Northeastern Connecticut Council of Governments has operated a regional Animal Services Program since 2004 - now serving 19 towns in two COG regions - is a good example of how this can be accomplished.
- Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities to hire experienced ACO staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements.

Safety

- National Animal Care & Control Association (NACA) statements incorporate the following key recommendations (https://s3.amazonaws.com/uwm-smp/app/public/ckeditor_assets/attachments/246/combined_unaltered_animal_control_cat_intake_statements.pdf):
 - ▶ Animal control agencies should take active measures to eliminate non-essential shelter intake.
 - ▶ Discontinue low priority/non-emergency activity (non-aggressive stray animal pick-up, nuisance complaints, etc.).
 - ▶ At this time, continue to respond to emergency and high priority calls (law enforcement assistance, injured or sick stray animals, bite and dangerous dog complaints, etc.).
- Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.
- Animal Control should, as an essential service, remain open during regular business hours and on an emergency call basis. **The public should not be allowed in animal shelters.**
 - ✓ Sick employees to stay home. Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home.
 - ✓ Distribute summaries of health insurance processes and procedures to employees.
 - ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

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- ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.
- ✓ Each employee is required, per Executive Order 7BB-1, to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

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 - ▶ Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
 - ▶ If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.
- ✓ Ensure that the town hall office where the building official is located has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet. Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.
- ✓ Wherever possible, segment the workspace into discrete zones. Prohibit employees from entering into zones where they are not required to be to perform their jobs
- ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose.

Best Practices Guidelines

Animal Control	
Best Practices	<ul style="list-style-type: none"> In the field, in addition to normal safety gear, inspectors should adhere to all applicable CDC recommended protections. <p>Adoptions</p> <ul style="list-style-type: none"> Online submission of adoption application permit portal or email from town/COG website If paper is the only method, mail-in applications only Payments received via online portal or mail-in checks - no cash No in-person contact between the animal and a potential adopter - this must be done in accordance with social distancing - use video, if possible <p>Inspections/Investigations</p> <ul style="list-style-type: none"> Outside only - conduct as normal with proper distancing If interior - utilize virtual alternatives - conducted between a resident and ACO by using a video call on a smart phone or tablet. Generally: <ul style="list-style-type: none"> ✓ Inspection complexity will be determined by the ACO ✓ Customers must have a smartphone or tablet connected to WiFi or 4G wireless service with Google Duo (all devices), FaceTime (Apple OS devices), or Microsoft Teams (all devices) to host the video call. ✓ The inspector will determine if additional fee(s) for re-inspection is required.
Resources	<ul style="list-style-type: none"> Connecticut Department of Agriculture - Animal Control Unit - https://portal.ct.gov/DOAG/Regulatory/Regulatory/Animal-Control-Division Connecticut Municipal Animal Control Officers Association - https://www.ctaco.org ASPCA's Response to COVID-19 - https://www.asPCA.org/animal-protection/covid-19 Centers for Disease Control - Interim Guidance for Public Health Professionals Managing People With COVID-19 in Home Care and Isolation Who Have Pets or Other Animals - https://www.cdc.gov/coronavirus/2019-ncov/php/interim-guidance-managing-people-in-home-care-and-isolation-who-have-pets.html American Veterinary Medical Association - https://www.avma.org/resources-tools/animal-health-and-welfare/covid-19 Animal Services' Role in COVID-19 Support - https://www.sheltermedicine.com/library/resources/?r=animal-services-role-in-covid-19-support NACA Statement on Releasing Unaltered Pets from Animal Shelters During the COVID-19 Pandemic - https://s3.amazonaws.com/uwm-smp/app/public/ckeditor_assets/attachments/246/combined_unaltered_animal_control_cat_intake_statements.pdf
Resources	<ul style="list-style-type: none"> The Humane Society of the United States - Coronavirus (COVID-19) FAQ - https://www.humanesociety.org/resources/coronavirus-covid-19-faq COVID-19 Resources: Animal Care & Control - https://network.bestfriends.org/covid-19/animal-care-control

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Best Practices Guidelines

Farmer's Markets	
Critical Functions	<ul style="list-style-type: none"> • Direct marketing/provision of locally produced agricultural products to the public • Local economic driver for the local economy • WIC Farmers' Market Nutrition Program (FMNP) - established by Congress in 1992, to provide fresh, unprepared, locally grown fruits and vegetables to WIC participants, and to expand the awareness, use of, and sales at farmers' markets.
Statutory Notes	<ul style="list-style-type: none"> • Sec. 22-6r. Certified Farmers' Markets. • Sec. 22-6g. Connecticut Farmers' Market/Women, Infants and Children Program
Executive Orders	<p>7N - Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7H-1 - Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services. Connecticut recognizes 16 essential business - "farms and farmer's markets, including urban farms and community gardens" are included on that list (Number 6 category) - Essential Businesses - Executive Order 7H - https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Business-Exemptions-for-Coronavirus. On April 10, Governor Lamont signed Executive Order No. 7X, which extends the deadlines for all of these actions until at least May 20, 2020.</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p> <ul style="list-style-type: none"> • Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately. • Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules <p>✓ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</p> <p>Executive Order 7V Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf</p> <p>7X-2 - Extension of closures, distancing, and safety measures through May 20, 2020: Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.</p> <p>Executive Order 7X Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf</p>

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Farmer's Markets	
	<p>7BB - 1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.</p> <ul style="list-style-type: none"> • Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. • If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition. <p>Executive Order 7BB Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf</p> <p>7II-3 - Authority to Waive Certain Requirements for the Issuance of Vouchers under the Farmers' Market Nutrition Program for Women, Infants and Children - to expedite and expand the availability of food to persons and families in need:</p> <ol style="list-style-type: none"> a. Section 22-6i(b)(4) of the Connecticut General Statutes is modified to waive the requirement that the voucher participant sign for the receipt of vouchers on the voucher registry maintained by the distributing agency, and to waive the requirement that the voucher participant sign the vouchers in the presence of the distributing agency's staff. b. Section 22-6i(b)(4) of the Connecticut General Statutes is modified to authorize the Commissioner of Agriculture to accept written confirmation, including but not limited to an electronic communication such as text message or email, from an eligible participant that such participant has received the vouchers, in lieu of a participant's signature on the voucher registry maintained by the distributing agency. c. Section 22-6i(b)(5) of the Connecticut General Statutes is modified to permit any adult to act as a designated proxy for an eligible participant to pick up vouchers from a distribution agency and redeem them at an authorized location. d. Section 22-6j(2) of the Connecticut General Statutes is modified to waive the requirement that an eligible participant countersign a voucher(s) in the presence of a certified vendor at an authorized location. <p>Executive Order 7II Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf</p>
Continuity issues	Safety - Farmer and patron need, to the highest degree possible, to be protected from the spread of COVID-19.
Best Practices	<p>✓ Safe Workplace Rules for Essential Employers</p> <ul style="list-style-type: none"> ▶ Go to DECD's website for the most recent guidance: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers <p>✓ Sick employees to stay home. Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home.</p> <p>✓ Distribute summaries of health insurance processes and procedures to employees.</p> <p>✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.</p> <p>✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.</p>

Best Practices Guidelines

Farmer's Markets	
Best Practices	<ul style="list-style-type: none">✓ Each employee shall be required to wear a mask in accordance with Executive order 7BB-1.✓ Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html. (OSHA)✓ Install shields or other barriers at registers and check-out areas to physically separate cashiers and customers or take other measures to ensure social distancing of customers from check-out personnel, or close lines to maintain a social distance between of 6 feet between lines; <p>Market Safety</p> <ul style="list-style-type: none">• Make sanitary gloves required for market staff who handle money, tokens, or vouchers and remind staff about hand-washing procedures.• Create an outline to show what 6-foot social distancing space is.• Redesign layout to increase social space: i.e. "no squares within square layout", even an "L" shape or a single row, rather than parallel rows.• Move the welcome booth to front; add fences and ropes with signs that state how many person you are allowing in at any one time. <p>Farm and On - Farm Deliveries (https://portal.ct.gov/-/media/DOAG/Commissioner/COVID-media/CT-Farms-and-On-Farm-Deliveries.pdf?la=en)</p> <p>Patron Safety</p> <ul style="list-style-type: none">• Adapted From the Berkeley Farmers' Market Response To The Coronavirus - "We need your help to keep the markets safe and healthy for all community members, by following these guidelines:<ul style="list-style-type: none">✓ Come prepared and limit your visit time. We ask that you come ready, shopping list in hand, so you can get in and get out quickly. Please treat the market as an essential activity not as a social activity. And, send only one family member if you can.✓ Honor social distancing of six feet while at the market. Give space to those around you, at least 6 feet, while shopping and waiting in line.✓ Observe all posted signage and demarcated lines, which signal where customers should wait, six feet apart, to order and pay for their products.✓ Always stay home if you are sick. Visit the _____ Mutual Aid website if you need help with shopping. Follow this link to learn which of our vendors provide CSA (Community Supported Agriculture) boxes and pre-orders.✓ Wash hands often, with soap and water, for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer. Please consider washing your hands before entering the market. We will have hand sanitizer and public hand washing stations set up by the _____.✓ Those who are high-risk (elderly and people with underlying health conditions) avoid coming to the market. Follow this link to learn which of our vendors provide CSA (Community Supported Agriculture) boxes and pre-orders. We are currently working on exploring new ways to serve high-risk community members and will share more soon.✓ As always, wash your fruits and veggies when you return home.✓ Always cough or sneeze, into your arm or a tissue, away from people and food.

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Farmer's Markets

Resources	<ul style="list-style-type: none">• Covid-19 Guidance For Connecticut Farm Stands, Stores And Community Supported Agriculture (CSA) - https://portal.ct.gov/-/media/DOAG/COVID/Farm-Stand-Store-CSA-Guidance.pdf?la=en• COVID-19 Resources for Agricultural Industry - https://portal.ct.gov/DOAG/Commissioner/Commissioner/COVID-19-Resources-for-Farmers• Vermont Farmer's markets - https://agriculture.vermont.gov/sites/agriculture/files/Farmers%20Market%20Guidance%2004.24.20.pdf• Berkeley Farmers' Market Response To The Coronavirus (COVID-19) - https://ecologycenter.org/berkeley-farmers-market-response-to-the-coronavirus-covid-19/• Farmers Markets Respond to COVID-19 — Best Practices, Examples, and Resources - https://farmersmarketcoalition.org/covid-19-crisis-farmers-market-new-guidelines/• Local Producers, Farmers Markets Play Important Role in Feeding Population During Coronavirus Crisis - https://www.ecori.org/public-safety/2020/3/16/local-producers-farmers-markets-play-role-in-coronavirus-crisis
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